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ABSTRACT

Community characteristics must be identified and analyzed before relevant library planning can occur. Although census data indicate that the Kent County resident is not the type of person usually thought of as the typical library user, there is a record of active community participation in the county which indicates a strong potential for increased library use. Recommendations for improving the public library's effectiveness include: (1) the construction of a new facility, (2) services for groups as well as individuals, (3) an expanded staff and collection, and (4) increased cooperation with other local libraries. The appendix contains the revised Architectural Program as of December 1975. (STS)

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KENT COUNTY PUBLIC LIBRARY:
A SURVEY OF A SMALL PUBLIC LIBRARY AND ITS COMMUNITY WITH RECOMMENDATIONS FOR FUTURE GOALS

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Chapter I

INTRODUCTION

The following study on Kent County and its public library was developed for three reasons. First, in the introduction to the Master Plan for the Development of Library Services in the State of Maryland, 1976-1980 by the State Division of Library Development and Services, the need for planning is explained. The various phenomena that effect our society also effects library service. In order to provide useful services to the public both as individuals and as groups, these phenomena in the community a public library serves must be identified and analyzed in relation to that public library's capabilities both present and potential. With this idea in mind the Master Plan recommends that "each public library system develop long-range and annual plans based on an analysis of community needs and evaluation of present services."(1) This study has attempted to fulfill this recommendation.

Second, the Kent County Public Library administration felt that this was the time to do such a study because the KCPL has recently begun a program for a new building. It is hoped that this study will give an added sense of purpose and direction towards the library's future not only in an expanded building but in expanded and useful services designed to meet the county's information needs.

Third, a unique opportunity presented itself to the Kent County Public Library in the form of an invitation to participate in a workshop sponsored by the United States Office of Education and Syracuse

University. The Institute on Developing Dynamic Public Library Services Responsive to Community Needs was designed to demonstrate to small public library administrators how to analyze community needs and evaluate library services in order to develop goals and objectives without the aid of outside consulting firms.

This study is a direct result of that workshop which included participants from twenty-one public libraries from the northeastern and middle Atlantic states. The Institute was divided into three phases:

Phase I. The participating libraries were shown how to do a community analysis and library evaluation that would be relevant to each particular library. At this time the institute staff worked with the participants in demonstrating how to collect and analyze data, how to do sampling, and other skills with which most librarians are unfamiliar.

Phase II. The participating libraries returned to their communities to actually do the community analysis and library evaluation. The institute staff provided assistance via telephone and mail, but more important, made visits to each community to help participants in developing individual studies.

Phase III. In this last phase the participants met as a group to discuss their work and to develop conclusions, goals and objectives for each library.

It would be impossible to thank all the people who helped make this study a reality, but the following are some of the individuals and groups who aided Mrs. Fry and myself. Peter Johnston and Anthony Redman of the Kent County Zoning and Planning Commission provided much of the statistical and background data and kindly let the library use the draft of the 1974 Comprehensive Plan for Kent County. Sharon Herd at the Kent County Chamber of Commerce supplied additional information on social agencies and organizations in the county. The telephone committee of the Friends of the Kent County Public Library contacted many people in Kent County to provide information in the organization section. William Nicholson, Chestertown Town Manager, kindly let the library use the draft of the Comprehensive Plan for Chestertown. The Kent County Public Library Board of Trustees gave much needed support, and the staff of the library deserves thanks for help in gathering information and typing the preliminary draft.

A special note of appreciation must go to the Maryland Division of Library Development and Services for enabling the Kent County Public Library to attend the Institute on Developing Dynamic Public Library Services Responsive to Community Needs and for providing the needed funds through an LSCA Title I grant.

Last of all, I must thank Roger Greer, Karen Lally, Daniel O'Connor, Ruth Patrick, and all the other staff members of the Institute for their teaching efforts, advice and support. Without them this study would not have begun.

Chapter II

THE COMMUNITY

The Setting

Kent County is located on the northern portion of the Delmarva Peninsula on the Eastern side of the Chesapeake Bay, directly across from Baltimore. The county is bordered on three sides by water: to the North, the Sassafras River; to the South, the Chester River; to the West, the Chesapeake Bay. The Eastern portion of the County is bounded by the Delaware State line. Kent County has a population of 16,146, spread out over 284 square miles.

The Pennsylvania Railroad runs from Chestertown north to Worton, then east through the county to Delaware and then north. U.S. Highways 213 and 301 are the major roads which run through the county in a general north-south direction. These highways connect Kent County with the Baltimore-Washington area via the Bay Bridge to the west and to Wilmington, Delaware and major metropolitan areas to the north.

Transportation can be considered a problem in the area. Although railroad connections exist, they are not heavily used and are in bad repair. At this writing there has been considerable debate as to whether to continue rail service to the county. Although U.S. highways directly link the county with larger areas, route 213 is only a two lane highway, and route 301, a four lane highway, bypasses the towns of Kent County. Public transportation is almost non-existant. A Trailways bus stops in Kent County on the way north and south, but the schedule is limited and there is no public transportation within the county. There are two privately operated airports.

Kent County is comparatively low-lying as it is located in the Atlantic Coastal Plain. Elevations seldom exceed eight feet. The eastern and central portions are characterized by a broad, gently rolling plain; the northwestern section is deeply incised by streams which have steep banks along their shorelines. The southwestern section of the county has flat plains and terraces sloping towards the Chesapeake Bay. The sandy surface soil is underlain by gravel.

The Chester and Sassafras Rivers are tidal estuaries, navigable by small boats almost to the Delaware State line. The shoreline is quite irregular with numerous bays and inlets; thus increasing access to the water.

Kent County lies between the cold climate of the north and the warm climate of the south. The Chesapeake Bay, and to a lesser extent the Atlantic Ocean, have a modifying control on the climate, which is a significant natural resource in an area where agriculture and recreation are major activities. The climate, proximity to water, and generally pleasing landscape, all provide a basis for the slogan, "Kent County is a land of pleasant living".

Historical Background

Kent County is Maryland's second oldest county and the first county on the Eastern Shore. Its history dates back to the 1640's, and this long heritage means much to the citizens of Kent County, many of whom can trace their families back to

Kent's earliest days. Chestertown, the county seat, and once a thriving seaport, is also the location for Washington College, one of the oldest colleges in the United States. Incorporated in 1782, the college was named for George Washington, who was a member of the original Board of Visitors and Governors.

In colonial times, travelers from the south crossed the Bay at Annapolis arriving at Rock Hall. Today Rock Hall is the center of the fishing industry in the county. Chestertown, originally a seaport, was the scene of its own teaparty in 1774, an event which is annually commemorated in the Tea Party Festival each May. Today Chestertown, the largest town in the county, is the central trading area for the county as well as the center for manufacturing and food processing. Betterton, once a week-end tourist attraction for steamboat excursions, retains its resort character although its recreational use has drastically diminished. Galena and Millington are service centers for the surrounding farms. Georgetown's prosperous recreational marinas near Galena has influenced the character of this town.

Many fine old houses and farms dot the countyside to remind the county of its past. Chestertown's Water Street is lined with renovated homes dating back to colonial times to remind Kent Countians of its earlier role as a major trading center. However, as the years have passed, Kent County has remained a rural area, devoted to agriculture and fishing. For decades the county, as well as the Eastern Shore, was isolated from the growing metropolitan areas across the Bay. It was not until the early 1950's that this area was linked to the rest of Maryland by the Bay Bridge. The bridge has made Kent County more accessible to commercial activities and to people in the Baltimore-Washington area seeking a change of pace from urban life. People are moving to this area for retirement (2) or to purchase second homes. Many view the resulting changes with mixed emotions, and there is a definite desire on the part of residents to retain Kent County's rural character.

Demographic Characteristics

Library research studies conducted over the past twenty five years have identified a number of specific population characteristics which correlate with library usage. (3) For example, it has been found that people who use libraries are likely to be:

1. more young people than elderly
2. more highly educated than less educated
3. more high income than low income
4. more professional than clerical
5. more housewives
6. more closely situated to the library.

To determine the applicability of these findings to Kent County, data from the 1970 census was analyzed with emphasis on the following:

1. sex
2. age
3. education
4. employment status and occupation
5. income

In addition to examining the census data for the election districts of the county, it was felt necessary to compare its data with data from Maryland and the United States. Besides the most recent data (1970 census) an attempt has been made to look at the past rate of growth in certain areas and future predictions since it is essential to know the projected outlook for Kent County in order to evaluate the present status.

Census data for Kent County was obtained from the MARYLAND SOCIAL INDICATOR SERIES and the draft of the COMPREHENSIVE PLAN FOR KENT COUNTY, MARYLAND 1974, which was also the source for future projections and for establishing a social depiction of the county. Data for Maryland and the United States was obtained from STATISTICAL ABSTRACTS OF THE UNITED STATES 1973.

In understanding the census data it might be helpful to briefly describe the seven election districts in the county.

1. Massey. This district is located in the northeast sector. Its eastern border is the Delaware State line, and many people work and shop in Delaware. The two main towns in this area are Millington and Galena.
2. Kennedyville. This district is located in the north central section of the county and has two small towns - Kennedyville and Still Pond.
3. Worton. This district is northwest of the county seat, Chestertown, bordering on the bay. Betterton is located here.
4. Chestertown. This district has the largest population

of the seven election districts. It is here that the county seat, Chestertown, is located and also the location of Kent County Public Library.

5. Edesville. This district is in the southwest portion of the county. Although the district takes its name from a small, mainly black, community, the largest town is Rock Hall, second in size to Chestertown and the center for water related industries.
6. Fairlee. This district lies to the west of the Chestertown district and has its western border on the Chesapeake Bay.
7. Pomona. This district, one of the loveliest in the county, lies south of Chestertown with its southerly border being the Chester River.

Population

From the turn of the century to World War II, Kent County showed a declining population in contrast to Maryland and the United States which both showed an increase. After the war there was an increase, and by the last census the population was about equal to what it had been [illegible] the period 1910-1920. These data are presented in Table I.

One explanation for the slow growth rate is the slow rate of natural increase. During 1960-1970 the birth was 7 per hundred persons as compared to the U.S. 18.2 per 100 persons. This can partially be attributed to the percent of residents 65 and over (see graph A).

The decline was linked to changes in agricultural technology and, although such changes continue, they are being offset by development in manufacturing. However, it should be noted that population projections for the county from the Department of State Planning show an expected population decrease within the next ten years, with slight increases expected after that time. It can be assumed that population growth will remain relatively static for the next ten year period. Since the library budget is set by State law on a per capita basis, it is obvious that these projections will place limits on the library's growth and expansion of services.

POPULATION GROWTH - Table I

Year	Kent	Maryland (1000)	U.S. (millions)
1900	18,786	1188	76
1910	16,957	1295	92
1920	15,026	1500	106
1930	14,242	1632	123
1940	13,465	1821	132
1950	13,677	2343	152
1960	15,481	3101	181
1970	16,146	3922	203
1975	16,353		
1980	15,977		
1985	16,300		

Comprehensive Plan, Kent County, 1974

POPULATION DISTRIBUTION - Table II

Kent County

Election District		1960	1970	% of change
1.	Massey	2576	2707	5.1
2.	Kennedyville	1797	1840	2.4
3.	Worton	1919	1956	1.9
4.	Chestertown	3964	4209	6.1
5.	Edesville	2929	2889	-1.3
6.	Fairlee	1320	1352	2.4
7.	Pomona	976	1193	22.2
	TOTAL	15481	16146	4.3

Comprehensive Plan
Kent County, 1974

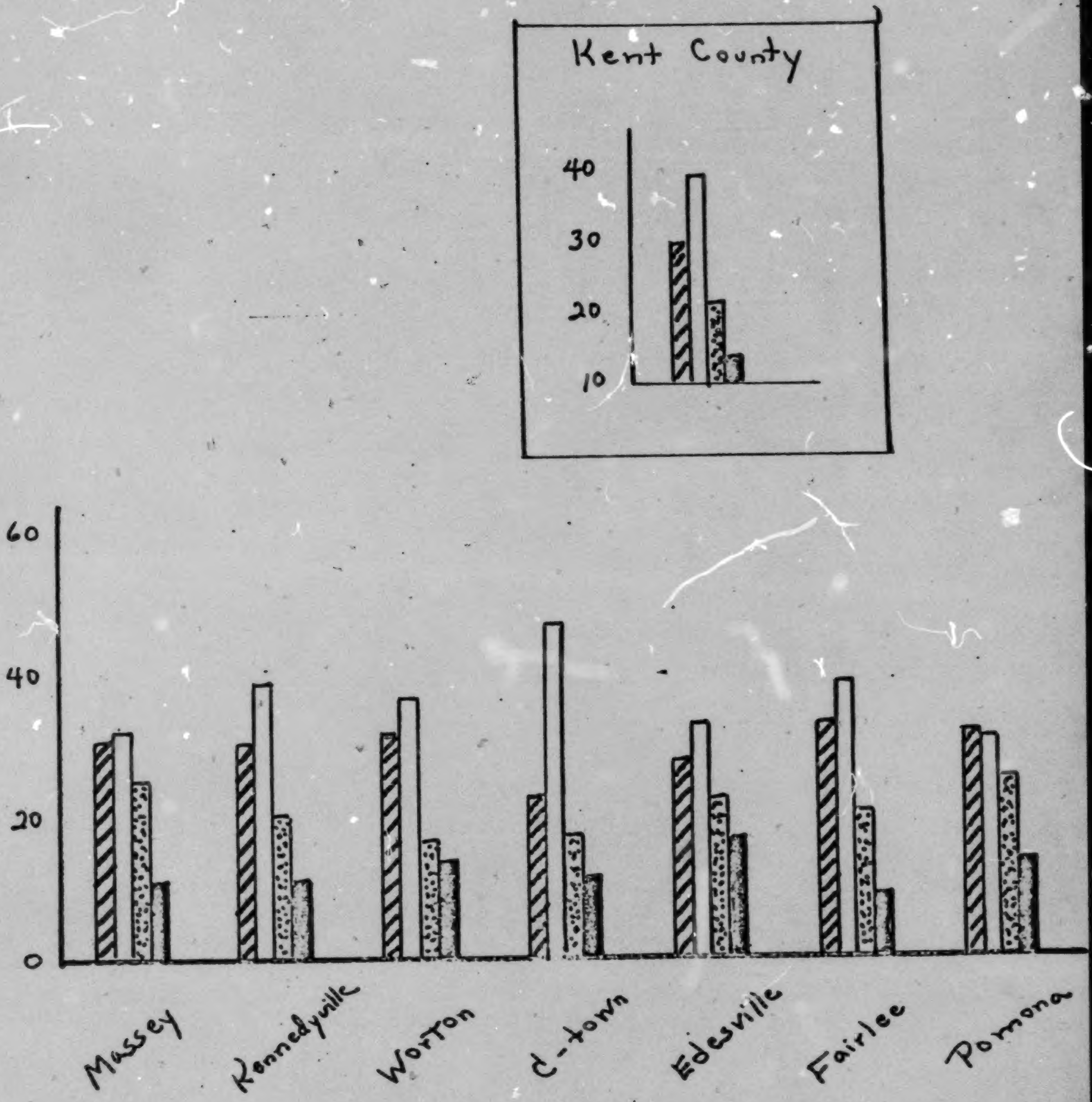
It should be noted that in the past there has been discussion of a possible bridge linking Baltimore to Kent County at Rock Hall. This would, in effect, turn the area into a bedroom suburb and radically change the entire complexion of this county and nearby areas. This would also render present projections meaningless. However, this project has been strongly resisted by Kent County and due to the cost and other problems, the project has been shelved. It is highly doubtful that such a project would come to pass in the next twenty years.

GRAPH A

CENSUS DATA- AGE CHARACTERISTICS

% of total population

15 & under- ▨
16-44 yrs- ☐
45-66 yrs- ▤
over 65 yrs- ▩



Age and Sex

As can be seen in Graph A, distribution in each election district for Kent County does not differ greatly than for the United States as a whole; the exception being people over 65. The percentage of Kent County in this age group is 13.1% and in the election district of Edesville (Rock Hall), it is 17%. This is much higher than the national percentage of 9.9%. The reason for this difference can be attributed to the large number of retired people who are increasingly finding the area a satisfactory community for retirement years.

In the Chestertown election district, the proportion of the population under fifteen is smaller than the rest of the county (23%). This can probably also be attributed to a large number of older people. The high percentage of people in the 16-44 age group in the Chestertown election district is due to the college population. Aside from this discrepancy, the graph shows that age distribution is similar throughout the county.

Distribution of population by sex varies slightly throughout the county. Worton and Edesville districts have 49% female population; Massey 50%; Kennedyville, Fairlee and Pomona districts have 51%; and Chestertown has 53% female population. In this last area 60% of the people over 65 are female. Thus, generally the county as a whole has a slightly smaller female population percentage than the U.S. (51.3%) with the exception of Chestertown.

Educational Attainment - 25 Years and Over

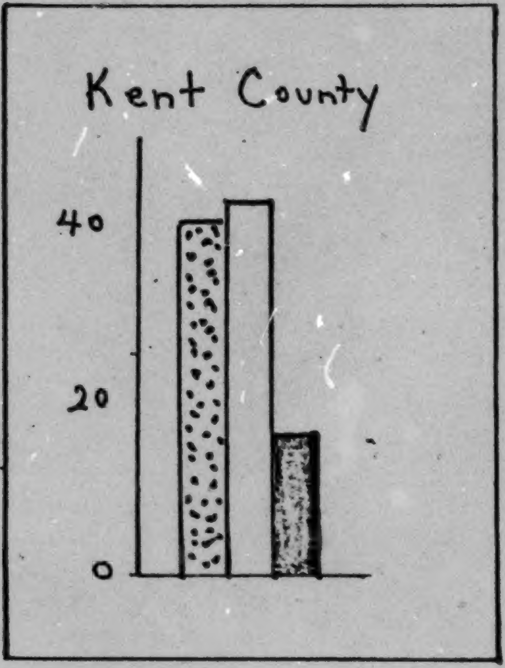
As indicated in Graph B the majority of people in Kent

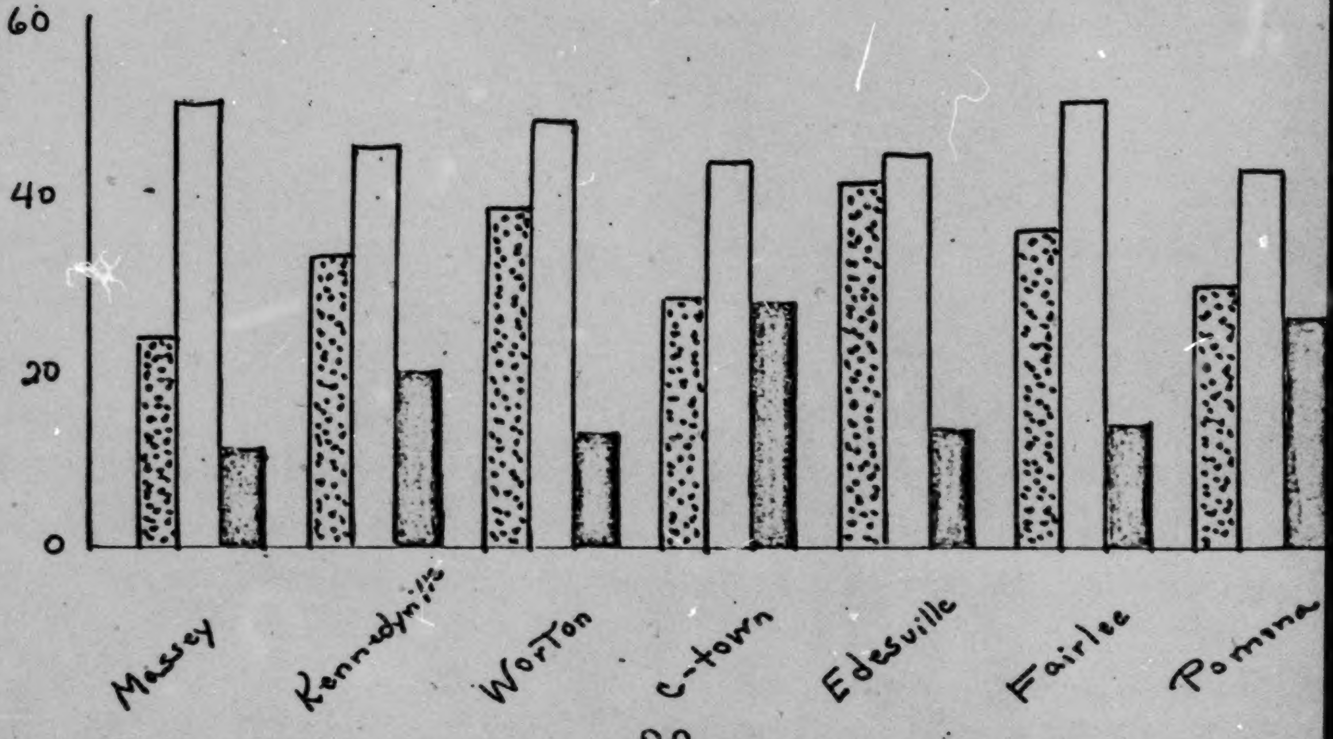
GRAPH. B

CENSUS DATA — EDUCATIONAL ATTAINMENT

% of population over 25 years

Elementary- ▨
High School- ☐
College & over- ■





County have at least some high school education, and this is fairly evenly distributed throughout the county. However, in comparing Kent County to rural Maryland, Maryland as a whole and the U.S., the county is much lower in educational attainment. (See Table 3). Not only does a smaller percentage of Kent Countians have at least four years of high school, but the rate of change in educational attainment between 1960-1970 is much lower: 34.2% to 37.2% for Kent County as compared to 25.2% to 45.5% for rural Maryland, 40.0% to 52.3% in Maryland and 41.1% to 55.1% for the United States. Also Kent County has an extremely high percentage of people with eighth grade or less education, ranging from 42.4% in Edesville to 22.9% in Massey.

The percentage of population who have had one or more years of college varies widely throughout the county. Although the overall percentage is 18.2%, three election districts have percentages that are comparable or better than the percentage for the United States: Kennedyville 20.5%; Chestertown 27.7%; Pomona 26.3%. There are several explanations for this higher proportion. Kennedyville and Pomona are situated next to Chestertown which is the county seat and the center of local government as well as the location of most state agencies, and general professional services for the county. Also, Chestertown is the location for Washington College. Consequently it might be concluded that people with professional backgrounds and higher education live in these three areas presumably close to their place of occupation. The rest of the election districts have a much

TABLE 3

EDUCATIONAL ATTAINMENT 1970
Persons 25 Years and over

	KENT COUNTY				RURAL MD.		MARYLAND		U.S.	
	Number		Percent		Percent		Percent		Percent	
Yrs.Completed	1960	1970	1960	1970	1960	1970	1960	1970	1960	1970
0	110	112	1.3	1.3	1.7	1.3	1.4	1.1	2.3	--
ELEMENTARY 1-4	803	472	9.4	5.3	8.1	4.2	6.3	3.5	6.1	5.3*
5-6-7	2431	1721	26.4	19.3	24.9	16.6	19.6	13.1	13.8	19.1
8	954	816	11.1	9.1	12.9	10.1	13.8	9.7	17.5	13.4
HIGH 1-3	1334	2488	15.6	27.9	17.3	22.3	19.0	20.3	19.2	17.1
HIGH 4	1836	1692	21.4	18.9	21.7	27.3	22.7	28.5	24.6	24.0
COLLEGE 1-3	601	843	7.0	9.4	6.7	8.2	8.0	9.9	8.8	10.1
COLLEGE 4 yrs.or mr	491	785	5.7	8.8	6.7	9.9	9.3	13.9	7.7	11.0
TOTAL	8560	8929	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
LESS THAN 8	3344	2305	39.1	25.8	34.7	22.1	27.3	17.7	22.2	24.4
8-11	2288	3304	26.7	37.0	30.2	32.4	32.8	30.0	36.7	30.5
AT LEAST 4 yrs.H.S.	2928	3320	34.2	37.2	25.2	45.5	40.0	52.3	41.1	55.1

*Includes those persons in the no years completed category.

lower percentage ranging from Massey 11.6% to Fairlee 14.0%.

The overall low level of educational attainment for Kent County has an obvious effect on the socio-economic character of the county, and it has very profound implications for the development of library service. Almost every library study of users has shown that 60-80% of adult public library users are college educated people. Thus, it could be expected that a library providing traditional services would find the majority of its borrowers living in the Kennedyville, Chestertown and Pomona election districts. This would also suggest a great need for innovative and imaginative programs designed to serve the needs of the vast majority of traditionally non-library users.

School Enrollment

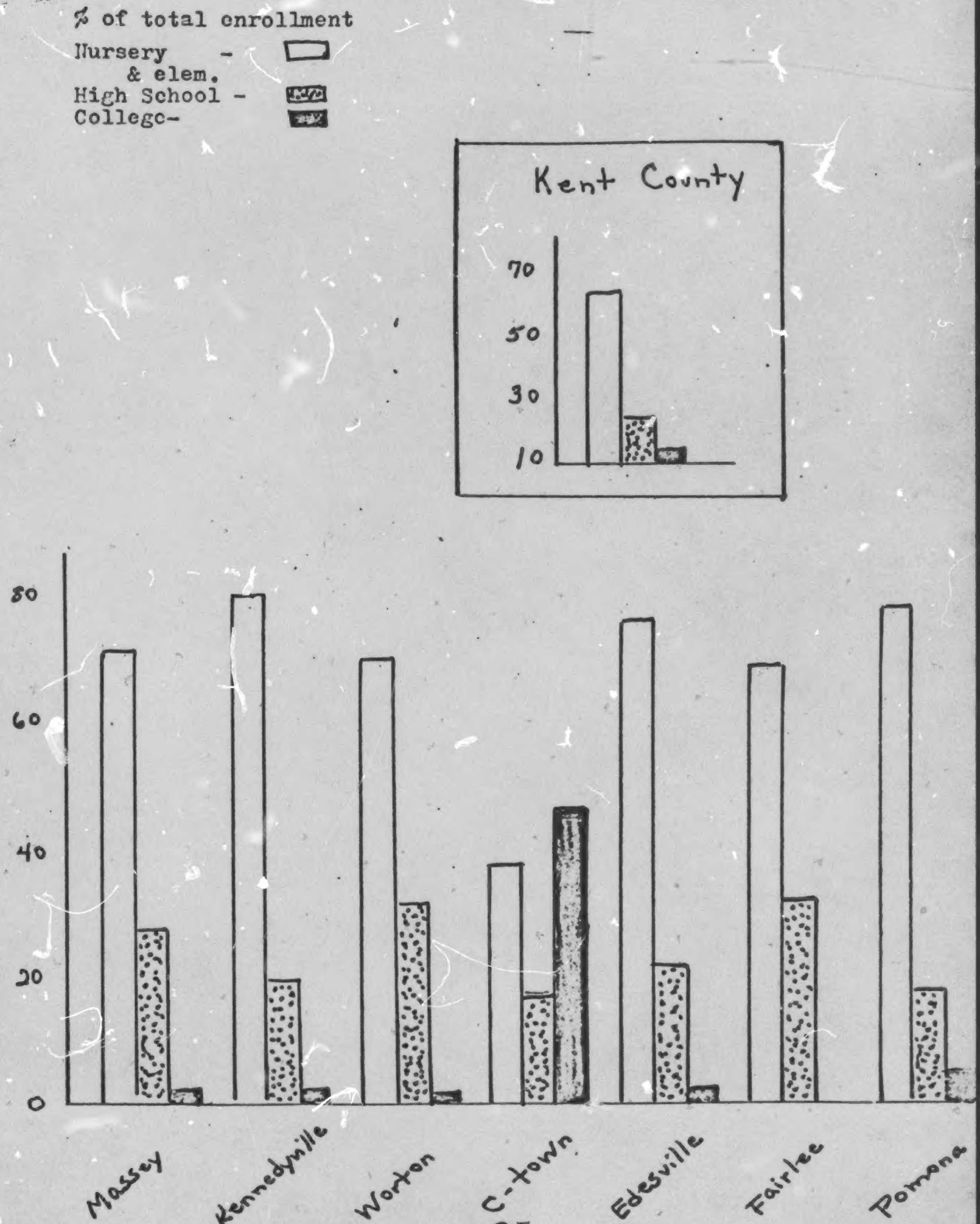
At the time of the 1970 census 4,847 or 30.1% of the population were enrolled in school. As can be seen in Graph C, the majority of these were in elementary schools throughout the county. It should be remembered that the high proportion of college students in the Chestertown election district is due to students at Washington College. Although library services are offered to the above people within the school system, public library services are still necessary for this segment of the population during the times when school libraries are unavailable.

Patricipation in Labor Force

Participation in the labor force includes people who are presently employed or who are seeking employment. People not in the labor force include people sixteen and over who are in school,

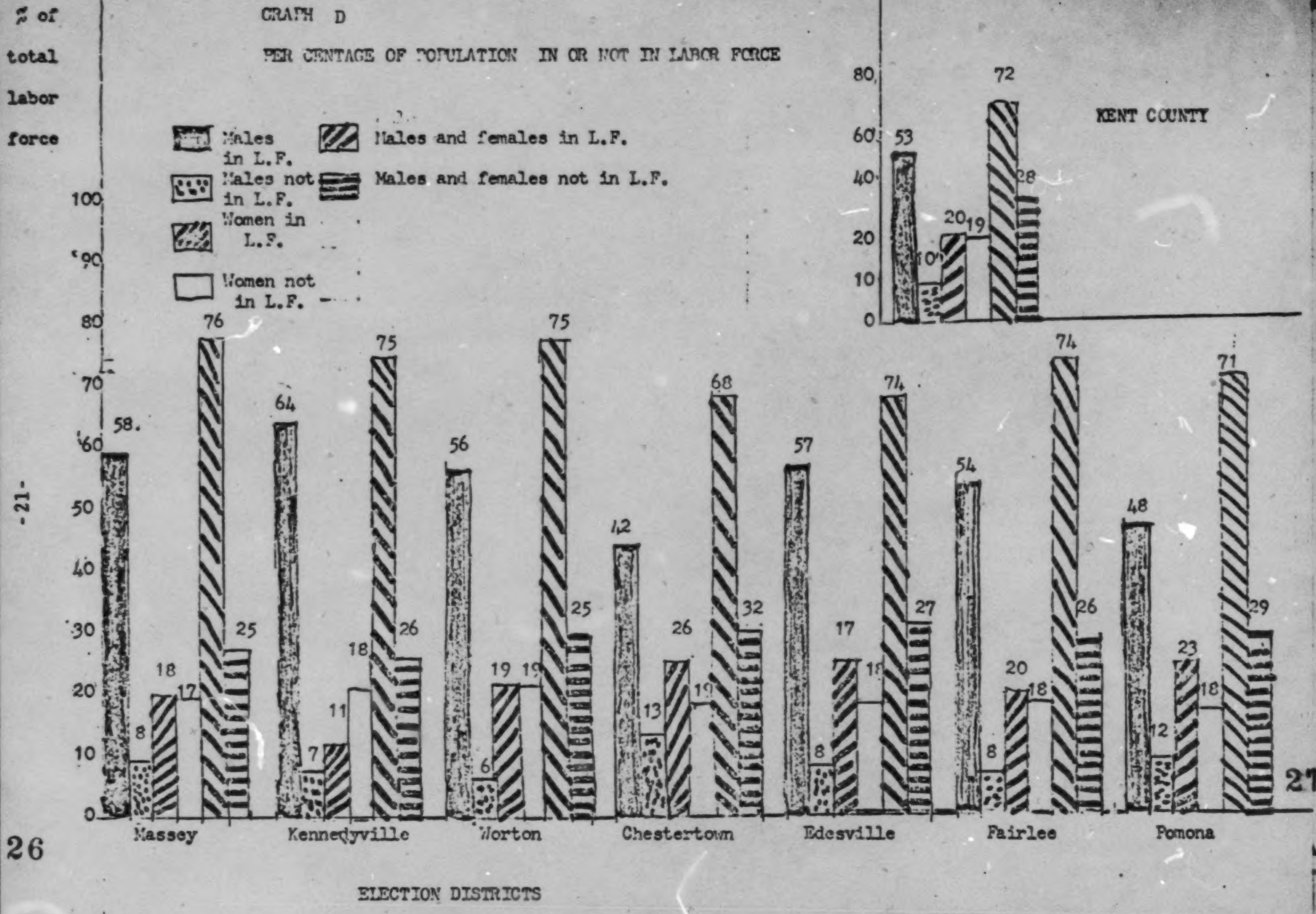
GRAPH C

CENSUS DATA--SCHOOL ENROLLMENT



GRAPH D

PER CENTAGE OF POPULATION IN OR NOT IN LABOR FORCE



people who are retired and people not seeking work. Graph D shows the percentage of men and women in or out of the labor force as compared to the total possible labor force. As can be seen by the graph, the majority of people in the labor force are male. Only about 20% of the population in the labor force are female, the exception being Chestertown election district where the percentage is 25.8%.

Generally, people who are in the labor force do not have as much leisure time as people not in the labor force, and what spare time they have does not usually occur during hours when libraries are open. Thus, it is possible that the Kent County Public Library should consider revising its hours or extending them to periods when people are not as likely to be working.

In 1970 there were more unemployed females than males and more unemployed non-white males than white males. Kent County's figures were higher (5.9%) than Maryland (3.9% in 1970) and than the U.S. (3.7% for 1970). It should be noted that since 1970 unemployment continued to grow in the county. In fact, during the fall of 1975 Kent County had the highest unemployment in Maryland with over 16% of the population being jobless. Unemployment has been a chronic problem due to the lack of employment possibilities in the county, and it has been aggravated by layoffs in industry in nearby Delaware.

The Campbell Soup Company which runs a processing plant outside Chestertown is the largest employer with 436 employees, of which 308 (70.6%) are women. These are unskilled jobs except for a few managerial positions. The next three largest employers are: Kent County Board of Education, Kent-Queen Anne's Hospital and Washington College. (4)

The remaining manufacturers in Kent County are mainly in the Chestertown area and are all small firms employing an average of 35 people. There are two small food processing plants, several manufacturers of building materials and some printing companies. Outside the Chestertown area, Rock Hall is the second center with any concentration of small industries. These mainly deal with seafood processing and other water related activities, although there is a firm manufacturing knitted garments which employs 72 people, again mostly women (68). Scattered throughout the county are small agricultural businesses catering to the needs of the farm community. Tourism and recreation has been a small and slowly increasing industry in the county. Although its effects are not visible through a large number of restaurants, motels, and tourist related facilities, residents in the county feel its effects in a small increase in population, especially during boating season and an increase in income. The two largest marinas for pleasure craft are in Georgetown on the Sassafras with 350 boat slips and smaller marinas are located elsewhere. Hunting is an industry difficult to calculate but farmers leasing goose pits and duck blinds receive $15-$25 per day for each pit. (5)

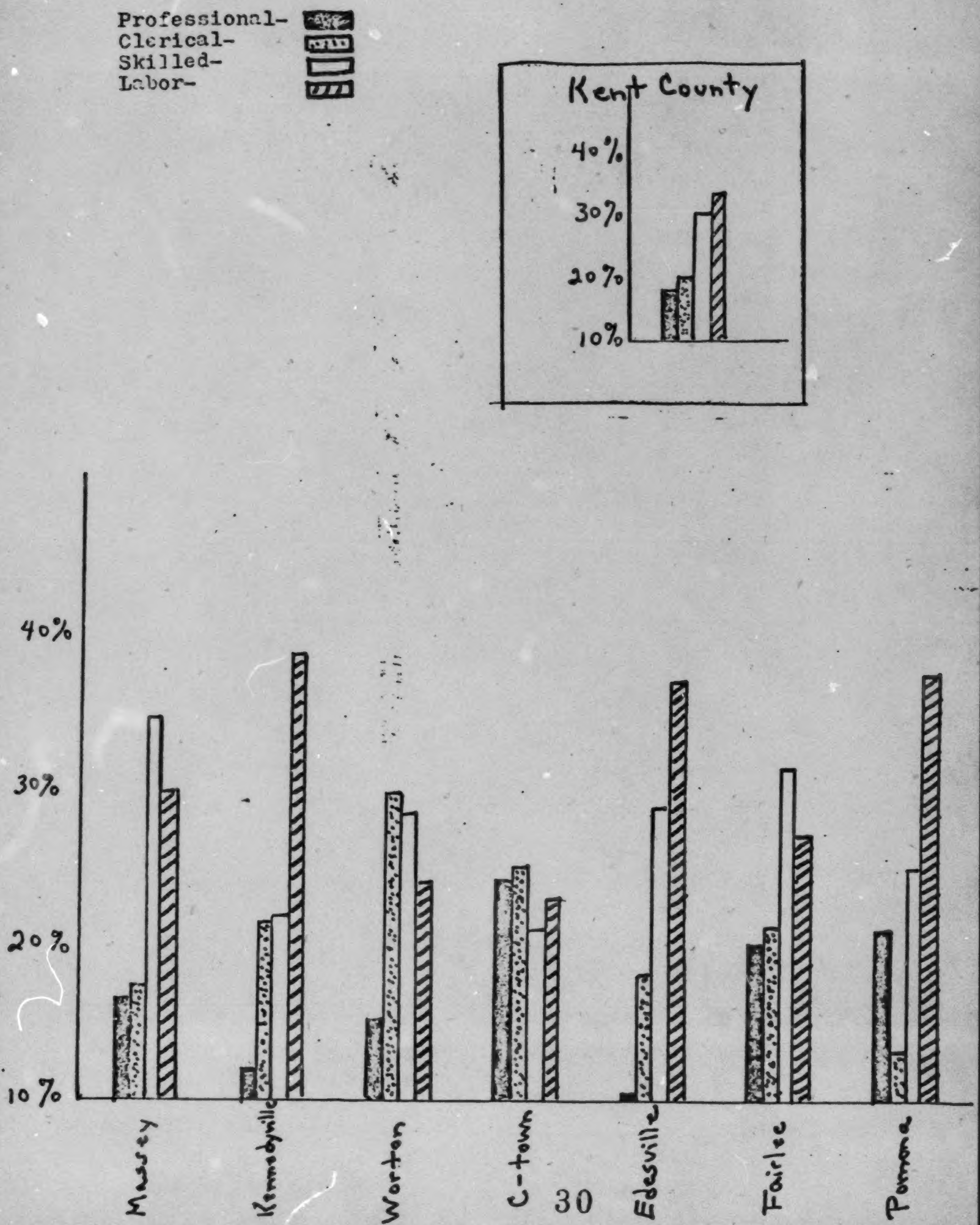
Occupation

As can be seen from Graph E the percentage of population in professional and managerial positions is small with the

GRAPH E

CENSUS DATA - - OCCUPATION

% of total employed



largest concentration being found in Chestertown (23.8%), Fairlee (19.9%), and Pomona (21.3%) election districts compared to the U.S. percentage (24.7%). The largest percentage of the population are in skilled and laboring classes which is not surprising in an area based mainly on agricultural and seafood industries. The last category, sales and clerical, is largely made up of women (66.6%).

Generally Kent County has a lower percentage of white collar workers (30%) than is found in other areas (48.3% for U.S.) and as pointed out before, this will have an effect on public library use where traditionally the majority of borrowers comes from this group.

Income

According to Graph F the highest percentage of Kent County's population earns between $5,000 and $8,000 a year, and the median incomes throughout the county generally fall within this range.

GRAPH F

CENSUS DATA-- INCOME

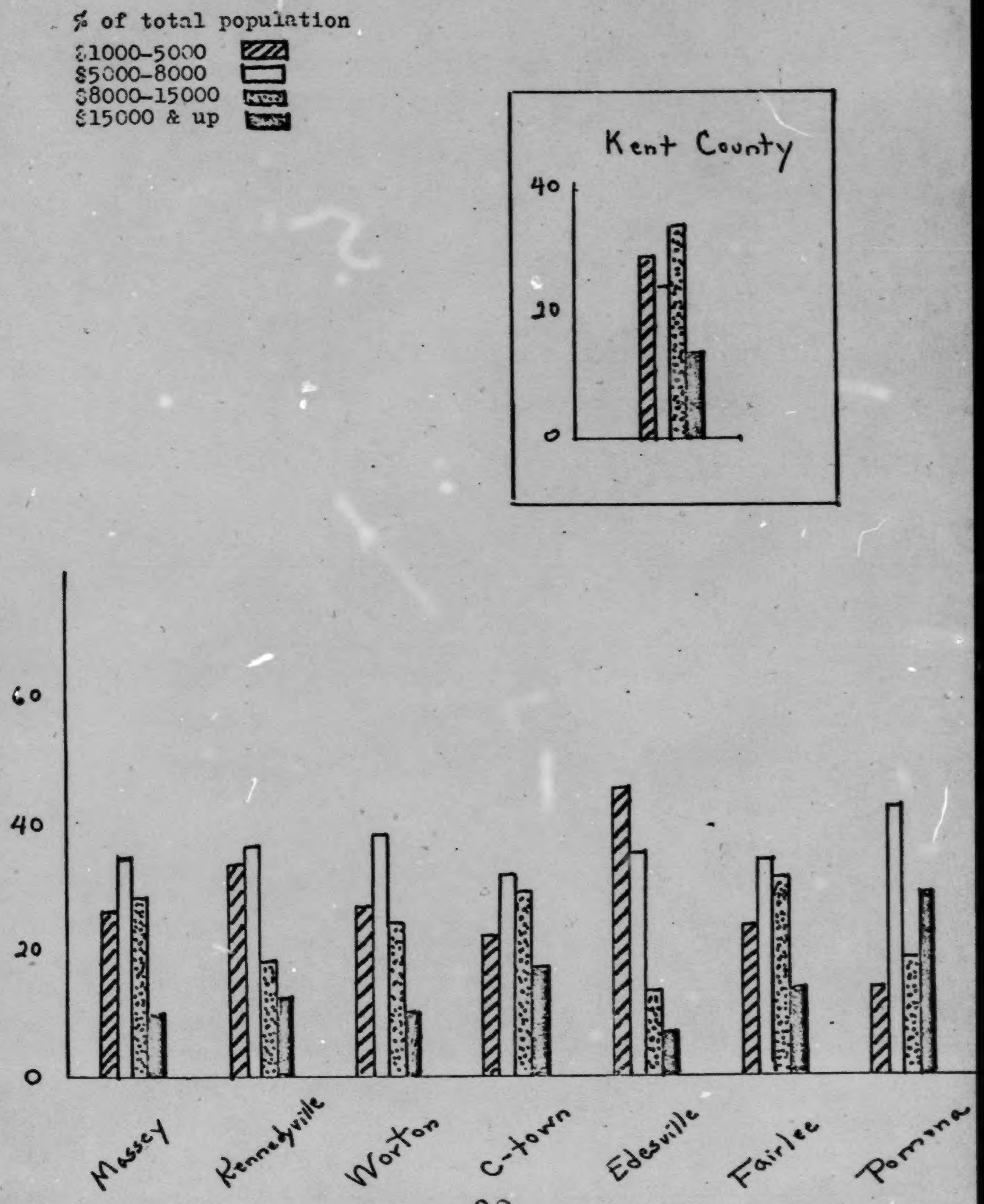


Table IV

Median Income

Massey	$7603
Kennedyville	6500
Worton	7708
Chestertown	9245
Edesville	5875
Fairlee	8920
Pomona	9067
County Median	7636

The concentration of population in this income area, 26.1% for the county as a whole, is noticeably higher than for the State, 22.8%, and the United States, 19.8%.

The exceptions are most notably in Chestertown, Fairlee and Pomona election districts where the largest proportion of professionals reside (Graph E).

The median income for the county $7636, is above the median income for rural Maryland, $7062, but it is well below the 1970 median income for Maryland, $11,063, and the United States, $9,586. Even the two districts with the highest median incomes, Chestertown and Pomona, fall below the national figure. Only one district has a relatively high percentage of people earning over $15,000. This is Pomona with 28% earning over the above amount. This figure compares favorably with the county as a whole, 10.5%, Maryland, 20.8%, and the U.S., 17.6%. It should be noted that Pomona also has a high percentage of college educated people as well as a high percentage of professionals in relation to the rest of the county. Consequently it would be expected that a high percentage of library users come from this area.

Graph F also shows a relatively high percentage of the population earns under $5,000 a year. The highest proportion is in Edesville (45%) and the lowest is in Pomona (13%). Although Pomona compares favorably with Maryland (20.1%) and U.S. (25.9%) statistics, the county as a whole is higher (38.9%). It is possible that this high proportion for Kent County and for individual election districts is due to elderly, not well-educated residents. Thus it is possible that these people would not be expected to be traditional library users.

It was not possible to gather information on marital status for Kent County or on the number of children under 18 per family due to the method used for recording census data on age for the election districts. However, by using the information on school enrollment, it is possible to get an approximate figure in this area.

Table V

Number of Childred per Family

Election	Children enrolled nursery - H.S.	# of Families	Average # children
Massey	627	638	1.0
Kennedyville	665	507	1.3
Worton	620	495	1.3
Chestertown	846	1019	.8
Edesville	645	795	.8
Fairlee	415	336	1.2
Pomona	316	312	1.2
County*	3294	4102	.8

*This figure is based on the 1970 Census for Kent County population--ages one year to seventeen years and thus the county figure is accurate.

The overall county figure, .8, compared to the national average of children per family, 2.35 is low. The small number of children is probably related to the high percentage of elderly.

As a whole, it can be seen that Kent County deviates from the norm in age, educational attainment, employment, income and family structure. The people of Kent County are older, have fewer years of school, are less employed in white collar occupations, have less income than the state as a whole, and than U.S., and have fewer children per family. The notable exceptions to this are concentrated in three election districts; Pomona, Chestertown and Fairlee. These districts do compare favorably with state and national norms. It could be expected that the library located in the Chestertown election district would expect to find the majority of traditional library users living in these areas.

Government Agencies and Services

Chestertown, the county seat for Kent County is naturally the center of government services for the county. The Court House contains the offices of the County Board of Commissioners, the three people who govern the county, as well as most other county officials; zoning and planning, the judicial system, tax assessor, etc. The jail house is next to the Court House and contains the offices for the Sheriff, who provides law enforcement services for the entire county. Elsewhere in Chestertown are located other county agencies: Social Services, County Extension Office, Health Department, Board of Election Supervisors, Board of Education, Parks and Recreation, as well as the county Library. Many state agencies serve other areas on the Eastern Shore, as well as Kent County. Maryland's Childrens Aid and Family Services, Social Security, Employment Security, Maryland Health Planning Council, among other State agencies have either permanent offices in Chestertown or have regular visits to the county and are then located in Chestertown locations. Other government services available to Kent Countians are located in nearby counties: Upper Shore Aging, the headquarters for Right to Read, Head Start, and Economic Development located in Queen Anne's County are some examples. The Kent County Council of Social Agencies provides an opportunity for these and other agencies to meet and discuss mutual problems and plans.

A public library can offer many services to agencies. It can serve as a depository for state and local documents, supply a calendar of agency meetings and activities, act as a clearinghouse for local information and may contribute reading lists of pertinent new publications. If space permits, it can also be a meeting place.

Also located in Chestertown are such services as Chestertown City Council Offices, Chestertown Police, Kent-Queen Anne's County Rescue Squad. The majority of physicians, dentists, lawyers and other professionals are found in Chestertown and, as pointed out earlier, the major retail outlets, drugstores, grocery stores, etc. are all found within the town limits. Outside of Chestertown, most of the towns offer few retail services with the exception of Rock Hall which has several grocery stores, a hardware store and similar establishments.

Each town in the county has a volunteer fire department, and the State Police has a barracks in Queen Anne's County, not far from Chestertown and serves both counties.

Communications Media

There is one county newspaper, The Kent County News, which has a weekly circulation of 9000. Also located in the county is an AM radio station, WCTR, and a High School operated FM station, WKHS. There is also a monthly publication, The Kent Shoreman, which is supported solely by advertising and which has short articles on Kent County history, human interest stories, plus a monthly activities calendar.

Although Kent County seems to be isolated from active urban areas, it is easy to stay in contact via the various metropolitan communications media. Residents have ready access to other newspapers on the Eastern Shore plus the daily newspapers from Baltimore, Washington, Philadelphia, Wilmington and New York. Depending on location in the county, residents are able to receive broadcasts from all the TV channels in Baltimore and Washington; plus a few channels from Wilmington, Delaware and Philadelphia. This is also true of AM and FM radio stations from these areas.

Schools

The education system for Kent County is organized on a county basis. As noted previously, the Kent County Board of

Education is located in Chestertown. Elementary schools serve children from kindergarten through fourth grade. Middle schools consist of grades five through eight and Kent County High School covers ninth through twelfth grade. Below is listed the location of the eight public schools in the county:

	Enrollment by School	Enrollment 11/1975
Elementary schools:	Chestertown	334
	Rock Hall	190
	Millington	183
	Worton	369
Combined Elementary & Middle Schools:		
	Galena	353
Middle Schools:	Chestertown	711
	Rock Hall	217
High School:	Kent County High	1128
		3535

In the past ten years four new schools have been built. Two other schools have had additions built with renovations to the older sections, and the two Chestertown schools will be renovated within the next two years. All Kent County public schools have media centers, and in the older schools media centers have been included in the new additions or renovations. Three of the schools have full time certified librarians. The remaining five schools have teachers who spend half time running the media centers. There is also a school in Kennedyville for children with learning disabilities.

Besides the public schools, there are two private nursery schools in Chestertown, each with approximately 20 pre-schoolers. Head Start programs are located in Chestertown and Rock Hall. Again, each has approximately 20 children. Kent County has one private day school with approximately 150 students.

As noted before, Washington College is located in Chestertown. It is a private co-educational, four-year liberal arts school with over 800 students, a few of whom come from within the county, and 93 full and part-time faculty. There are over twenty fields of study leading to the B.A. or B.S. degrees; including pre-professional study, business administration, a junior year abroad and creative writing. The college also offers a limited masters program in English, Social Sciences and Psychology, mainly directed towards secondary school teachers, many of whom live in the county. (6)

Chesapeake College, located at Wye Mills in Queen Anne's County, was the first regional community college in Maryland. Serving Kent, Queen Anne's, Talbot and Caroline counties, it offers two basic curriculums: transfer programs for students expecting to continue their college education elsewhere and career oriented programs. One hundred eighteen Kent Countians are presently enrolled.

Chesapeake College also offers night credit and non-credit courses to residents of the four counties. The courses are mainly recreational, although some are career oriented. These are mainly attended by people in Queen Anne's and Talbot counties which are geographically closer to the school. Kent Countians have other opportunities for such programs. Kent

County has an extensive adult education program in both vocational and avocational classes ranging from gourmet cooking to air conditioning and heating, held at the high school. The programs have been well received. In 1972-73 one out of every four adults took advantage of such courses. This interest in continuing studies correlates to the high percentage of non-fiction titles circulating at the Kent County Public Library during 1974-75 (60%).

Churches

Religious and church-related activities form an important part of Kent County life, and congregations of various sizes are located throughout the county. The largest denominations are Catholic, Episcopal, and Methodist with churches located throughout the county. Rock Hall has an active Seventh-Day Adventist congregation.

Most of the churches do not have men's organizations as such although they do serve on various church committees, but the majority of churches have active women's groups and many have groups for children and young adults. Not only do the churches serve as meeting places for religious activities, but their halls are used for civic meetings as well. In Chestertown the Rotary Club meets at Christ Methodist Church. Alcoholics Anonymous and a nursery school meet at Emmanuel Episcopal Church. Worton Homemakers, Chestertown Lions Club, Kent County Mental Health Association and another nursery school use Trinity Lutheran Church. As noted before, a concentration of activities are focused in Chestertown; however, this pattern of church use can be seen throughout the county. Despite the availability of meeting space in Chestertown, there is still a need for a free meeting room as shown by requests to the Kent County Public Library.

Organizations

Social, civic and occupational organizations play an important role in most rural communities, and Kent County is no exception. Organizations are generally middle-class supported and reflect a concern in personal and community progress, and they often work to bring about positive changes in the community.

Chestertown as the largest town in the county as well as the local center for trade and government has a large array of organizations including Beta Sigma Phi sorority, Kent-Queen Anne's Hospital Auxilary, Chestertown Arts League, Chestertown Garden Club, Kent County Historical Society, Womens Literary Club (approximately 4,000 volume collection), Kent County Ornithological Society and the Friends of The Kent County Public Library. These active groups all meet in Chestertown and include in their membership people from all over the county.

However, to assume that social activity is limited to the Chestertown area is an error. As noted before, almost all the churches in Kent County have active organizations for women and children. There are other opportunities for children as well. There are twenty-one Girl Scout troops throughout the county with a membership of over 275 girls. The Boy Scouts are similarly active all over the county. Another organization for young people ages eight to eighteen in Kent County is the 4-H Club. There are 17 clubs in all with members ranging in number from ten to forty. Outside of church groups, the largest organization for women in Kent County is the Homemakers Club, meeting usually once a month in churches or in homes. There are sixteen chapters in the county with an average membership of twenty-four. Men's organizations throughout the county include the Lions Club in Galena, Millington and Rock Hall and veterans organizations. This last category has a very active membership with different posts ranging in size from 98 to 439. These groups also have active women's auxilaries.

Other county-wide organizations with active memberships include the Republican Women's Club of Kent and Queen Anne's County, Women's Democratic Club of Kent County, Kent Conservation with 250 members, and the various PTA groups with a combined membership of 1606.

The above organizations cover civic and social groups, but Kent County also has several professional or business groups. Kent County Teachers Association (175 members), Downtown Chestertown Association, Kent County Chamber of Commerce (about 70 members), Kent Waterman's Association (over 120 members) and Kent County Bar Association.

A library can provide a wide range of services to organizations like those listed above including meeting facilities, book lists, films and programs specifically designed for group interest.

Recreational and Cultural Facilities and Activities

Kent County is increasingly drawing more and more people from the metropolitan areas seeking recreational pursuits. These people are just learning what Kent Countians already know---it is a natural mecca for recreation. Water activities are obvious. As noted earlier, Kent County is surrounded by water on three sides and the shoreline is riddled with bays and inlets which increases waterfront accessibility. Boating, fishing and crabbing are major pasttimes for residents. Sea nettles are a problem further south in the Chesapeake Bay but the cooler waters near Betterton mean that swimming is another pursuit. The Chester River also provides beaches for swimming. There are several yacht clubs in the county, but only two golf courses, further testimony to the strong attraction to water.

Hunting is a major pasttime for many residents. The Chester River and nearby areas attract more than 100,000 Canadian Geese each year and there is also deer hunting.

The Kent County Department of Parks and Recreation offers various programs for all ages and maintains two parks. Worton Park near the high school has athletic fields, and Turner's Creek Park provides picnic facilities, boat landings, nature and braille trails, and swimming in a beautiful setting near the Sassafras River. Washington College provides tennis courts to the county and there are several private swimming clubs. There is also a bowling alley near Chestertown.

Besides active recreational pursuits, there are more passive activities. There is a movie theater located in

Chestertown, plus two more within fifteen miles in Queen Anne's County. Throughout the year, Washington College offers lectures, concerts, and drama to Kent Countians; and the Baltimore Symphony plays several times a year in Queen Anne's County. There is an active community theater group, and in the summer several concerts are given in the Chestertown park. Many Kent Countians take advantage of cultural events in Annapolis, Baltimore, Washington and Philadelphia.

In summary, although recreational facilities and programs, as well as cultural opportunities, are limited in Kent County in comparison to more populated areas, there are still many activities available for interested residents.

General Summary

Kent County is a unique community which cannot be easily categorized or characterized. It is essentially a conservative county in outlook with a firm desire to preserve the status quo. Despite links to more urbanized areas via transportation and communication media, the county remains isolated. Washington College does not exert an obvious influence on Chestertown or Kent County as is common in other college-related towns, and although tourism does occur in the county, residents have not permitted rampant commercialism so often found in recreational areas.

Census data shows that Kent County does not have a large proportion of highly educated, upper income, white collar residents who are usually traditional library users. However, the survey of county agencies and organizations demonstrate that Kent County residents are active and interested in their community. Consequently a public library with innovative and active programs and services should be able to stimulate interest and use from the entire county.

Chapter III

THE LIBRARY

Introduction

In the following description and evaluation of the Kent County Public Library, the annual reports from 1961 to 1975 were the primary source of information. Recommendations for the library were based largely on the Master Plan for the Development of Library Services in the State of Maryland, 1976-1980, which was developed by the Maryland State Department of Education, Division of Library Development and Services. For the sake of brevity, the Plan has simply been referred to as the Maryland Master Plan.

History

Kent County Public Library was one of the last libraries established in the State of Maryland where all local library systems are based on the county. Although various people had worked for years toward a public library, it was not until the late 1950's that there was any real impetus. Around 1959 the Kent County Council of PTA's started a project calling for the establishment of a public library, and after much work and effort on the part of many people, the Kent County Board of Commissioners agreed on March 14, 1961 to establish a public library in accordance with Maryland laws concerning public libraries.

Due to the cost of running a library and hiring a professional administrator, it was decided by the Commissioners to form a co-operative system with Caroline County which was also beginning a public library system. Separate library boards were formed for each library and jointly the two Boards of Trustees hired an administrator on July 1, 1961 for the joint venture. Budgets were provided for each headquarters with a joint budget to finance the positions of administrator, secretary-bookkeeper, bookmobile librarian, a bookmobile and expenses incurred through these items.

The Kent County Public Library succeeded in opening its door on January 2, 1962 in a small building at 119 Court Street in Chestertown. The beginning collection of 5,000 volumes had a circulation of 13,355 that first year including bookmobile circulation which began in late May of that year.

On September 1, 1962 the library moved to its present location at 335 High Street in Chestertown. By 1964 the library was open 48 hours a week and had a staff of three people (not including the Administrator who made weekly visits). In 1965, Ralph Blasingame, Associate Professor at the Graduate School of Library Service at Rutgers University and David C. Palmer, Director of Library Development, Pennsylvania State Library prepared A Study of the Kent-Caroline Public Libraries Association. They felt that the association was a positive factor for the libraries, but felt that much ground had to be covered in each county. Briefly their conclusions were:

1. Enlarge book collections in each county which supplement rather than duplicate each other with rapid exchange of materials between each library made available.

2. Enlarge reference collection.

3. Increase periodical holdings (thirty-one titles were owned by each at the time of the study.)

4. Microfilm readers and photocopying equipment should be provided.

5. Administrator should locate in one of the headquarters libraries (at time of study the administrator's office was not in the same town as either one of the headquarter libraries).

6. Upgrade staff qualifications and enlarge staff.

7. Adopt a building program.

8. Have bookmobiles for each county.

The main priorities as seen by Blasingame and Palmer were space and the sharing of collections between the two counties. Although Kent County Public Library expanded into a neighboring storefront, thus doubling its space in early 1967, space continued to be a problem. The second priority was never put into effect which in retrospect was fortunate.

By 1967, after five years in operation the Kent County Public Library had 1900 square feet of space, one full time and two part-time staff members, a book collection of 15,194 with circulation of 37,612 and infrequent story hours.

Five years later the collection had expanded to 21,256 plus periodicals and a small record collection. Circulation was 42,349, but it was a drop from the previous year's figure of 45,068. Space was a problem which it had always been. Staff size remained the same and programming continued to be limited to infrequent story hours for children. Although there were many problems in 1972 for the Kent County Public Library there were some bright spots. A site evaluation was completed with recommendations for three different locations in Chestertown, and Lance Finney, Specialist in Library Facilities for the Maryland Division of Library Development and Services, prepared a public library building survey recommending a 12,000 square foot building based on twenty year population projections for Kent County. Also, the Kent County Board of Commissioners agreed to take part in a state building incentive fund for libraries.

During the next few years it became increasingly evident that the Kent-Caroline Public Libraries Association was no longer working to the mutual benefit of both counties. Finally on July 1, 1974 the Association was dissolved. In August 1974 a full time administrator was appointed for the Kent County Public

Library. At the time of the dissolution of the association, Caroline County Public Library took over ownership of the bookmobile leaving Kent County with a headquarters library to serve a widely dispersed rural population.

During the first year of the new administration several changes were made. Staff was increased by the addition of a part-time secretary-bookkeeper. Children's story hours were begun on a regular basis, and two film programs were sponsored. A photo-copying machine was placed in the library and a microfilm reader-printer was purchased. A children's record collection was begun, and a children's librarian position was approved by the County Commissioners, although it was not immediately filled. One of the three sites recommended by the architectural firm, Bailey and Gardner, had been purchased at the end of the previous administrator's tenure, and during 1975 a building program was written, an agreement for financial backing was reached with the County Commissioners, and an architect was hired by the Kent County Public Library Board of Trustees. As of this writing preliminary work on a new building has begun, and it is hoped that Federal building funds will be made available to the county.

At the present time the Kent County Public Library has a book collection of 20,973, approximately 600 records, thirty-five periodicals, and a paper back collection. Circulation for 1974-75 was 43,599, 1,469 less than the 1970-71 circulation of 45,068.

Throughout its short history the Kent County Public Library has been blessed by its association with The Maryland State Library

System in general and the Eastern Shore Regional Resource Center in particular. The state network has been a lobbying agent for Maryland libraries and in 1975 succeeded in changing library legislation of fiscal policies to a guaranteed $3.00 per capita. The State Division of Library Development and Services has provided guidance and advice through its staff of specialists in Baltimore. Also through state backing Kent County has had access to interlibrary loans from the Enoch Pratt Library in Baltimore and the McKeldin Library at the University of Maryland at College Park. There is also a centralized processing center in Salisbury, partially subsidized by the state, an invaluable service to a small, understaffed library like Kent.

On a more localized level, Kent County Public Library is a member of the eight county Eastern Shore Regional Resource Center. The center, situated in Salisbury, also provides interlibrary loans including 16mm films with daily deliveries and rotating collections of 8mm films and cassettes. The center also offers children's, adult and audio-visual consultant services to the county libraries as well as inservice training workshops for staff members. The benefits of these services to a small county like Kent are enormous.

Organization

As noted earlier it was the Kent County Board of Commissioners who established the Kent County Public Library in accordance with article 77, section 171 of the Annotated Code of Maryland, 1957. The law places libraries under the Maryland

State Board of Education. Sections 172 and 173 govern the appointing of seven members to a Board of Trustees for five years in each county and outlines their general duties, and guarantees free services to county residents. Sections 174 and 175 outlines the selection of a library director, the director's basic duties, and calls for state certification for professional librarians. Section 176 sets forth regulations on library funding. Basically the law calls for a minimum of $3.00 per capita for each county with the state providing 40 percent of this amount and the county providing 60 percent. However, there is an equalization clause written into the law based on a county's wealth; those counties which the state feels can pay more than sixty percent receive less than the state's share of forty percent, and counties which the state feels need more assistance pay less than sixty percent. A board of commissioners may provide more than the minimum, but it will not affect the state's portion. Section 177 provides for a building incentive fund. If a county levies 1/2 cent for each one hundred dollars of the value of assessable property, the state shall pay the difference between that amount and fifty cents per capita. Other sections of the law cover annual reports and theft of library materials, and other details.

The bylaws of the Kent County Public Library Board of Trustees reiterates its duties and the administrator's as stated in the Maryland law. The job description for the administrator as approved in 1970 more clearly details his/her duties including: formulating of personnel policies and duties, evaluating personnel, directing of materials selection and weeding, preparing of budget and monthly and annual reports for the Board of Trustees, planning and formulating co-operative programs with other libraries of all types, acting as a public relations officer to the community, planning general library programming and participating in local, regional, state and national library groups.

In summary the state law provides the legal foundations for the library's existence, its budget, its governance by the Board of Trustees and its operation by the administrator as well as the administrator's development of library policy for approval and adoption by the Board of Trustees. The job description for the administrator provides the basis for an active role in library functions not only within the facility but in the community at large.

The broad objective of the Kent County Public Library, as stated in the early 1960's, is to provide opportunities for all people of the county to learn and to enrich their lives through library materials of all kinds. To achieve this objective the library needs an adequate materials collection, an adequate building, personnel with training and background knowledge, and an adequate service program.

Financial Resources

As pointed out earlier, Kent County Public Library is guaranteed $3.00 per capita by state law. This means that for fiscal year 1975-76 the state share was $19,721.00, and the county's share was $30,379.00 or a total of $50,100.

Table VII

Kent County Public Library Budget for 1974/75 & 1975/76

	County	State	Total
1974-75	34,905	7,590	42,495
1975-76	30,379	19,721	50,100
Difference	-4,526	+12,131	+7,605
Difference in percentage	-13%	+63.1%	+15%

As can be seen in Table VII, the change in the state law from $1.80 per capita to $3.00 per capita was a definite advantage for the library. However, it should be noted that previous to the change, the Kent County Board of Commissioners had actually granted the library more than the state required (a minimum of approximately $22,290 in FY 1974-75). With the state supplying a larger proportion of library funding, the Kent County Board of Commissioners actually cut back its county appropriations to the library.

Table VIII

Kent County Public Library Budget Breakdown
1975-6

	Kent	Maryland Recommended	Difference
Personnel	$32,742	$61,582.50	$28,840.50 47%
Materials	8,050	17,499.28	9,449.28 54%
Operating	8,308	15,816.36	7,508.36 47%
Capital Expense	1,000	--	--
Total	$50,100	$94,898.14	$44,798.14 47%
	Per Capita $3.10	Per Capita $5.87	

Table VIII shows a comparison of the 1975-76 KCPL budget compared to a recommended budget based on the recommendations from the Maryland Master Plan. The following is an explanation of these figures and their limitations.

(a) Personnel: the recommended expenditure of $61,582.50 is based on the following data:

(1) Maryland Master Plan recommendation of 9 FTE staff for KCPL.(8)

(2) Estimated staff salary allocations:

Staff Position	Recommended Salary*
Professional	$11,500
Professional	9,000
Paraprofessional	8,250
Clerical	6,200
Clerical	6,200
Clerical	6,200
Clerical	6,200
Plus 15% overhead (fringe benefits)	8,032
Total Personnel	$61,582.50

*Salaries are based on the recommendations of ALA Costs of Public Library Services, 1971 (PLA Newsletter, October, 1971). The exception to this is the first professional position which is based on the current base salary for an administrator at KCPL.

This personnel budget does not include pages, because pages have been supplied to KCPL through a federal youth program, and there is no indication that this will be changed. There is also no allocation made for custodial personnel or substitute help.

(b) Materials: The recommended materials budget allocation is $20,106.88. This figure is derived from the following assumptions based on the Maryland Master Plan.

(1) KCPL should have a collection of 2.5 volumes per capita.(9) Thus 2.5 x 16,200 = 40,500 volumes as a basic collection.

(2) Approximately 5% of the total collection should be added and weeded each year.

5% x 40,500 = 2,025 new volumes should be added each year.

(3) Approximately 30% of the current acquisitions should be allocated for children's materials.

30% x 2,025 - 608

(4) Young adult annual acquisitions should represent 15% of the total.

15% x 2,025 - 304

(5) The percentage of acquisitions for adult materials should be 55%.

55% x 2,025 = 1,113

(6) Average prices of books for 1971 are as follows:

Children: $4.05 x 608 = $ 2,462,40

Young adult: $9.34 x 304 = 2,839.36

Adult: 9.79 x1,113 = 10,896.27

Total book budget: $16,198.27

(7) The Maryland Master Plan recommends 125 periodical titles.(10) The average subscription cost for 1971 - $10.41 per title.

125 x $10.41 - $1,301.25

(8) The total (books) $16,198.03 plus (periodicals) $1,301.25 = $17,499.28 for materials.

(9) No separate allocations have been made for non-book materials (records, microfilm, etc.)

(c) Operating: The allocation for the operating budget is $15,814.46. This figure is derived from the recommendation that operating costs should amount to approximately 20% of the total.

20% x 79,081.78 = $15,816.36

Operating budget includes building maintenance and repair, utilities, rent, insurance, administrative expenses (travel, etc.)

The total recommended budget exclusive of capital costs and contingency allocations amounts to $94,898.14. Divided by the total population, the per capital expenditure would be $5.87.

Several points should be made concerning Table VIII. Allocations for salaries in fiscal year 1975-76 amounted to $32,742 including $470.00 for custodial work and $500.00 for substitute help. The professional staff's salary was $12,500. This means the remaining amount for non-professional salaries was $19,272. Based on a full time equivalent, this means that the average non-professional staff salary was $5,208 which is below any of the recommended salaries mentioned above. It should also be noted that fringe benefits at this time are minimal. Library staffs in Maryland are covered by the state teacher's retirement system. The employer's share for this fund and for social security are paid by the state. There is no health insurance or life insurance although there is workmen's compensation paid by the county. The KCPL Board of Trustees are well aware of the lack of benefits and the minimal salaries aside from the administrator's salary, and at this time they are attempting to bring personnel allocations in line with other county salaries.

Materials allocations for FY 1975-76 is not accurately reflected in figures given in Table VIII. Although the regular materials budget is $8,050.00 it has been augumented by an additional $19,675.00 in LSCA Title I Federal Grants. Thus a more realistic total would be $27,725.00 which is well above the $17,489.28 recommended. The Federal monies are being used to update both reference and non-fiction materials for adults and children, and to replace worn out juvenile fiction or to fill in gaps in that collection. A portion is also being used to begin a juvenile record collection. The remaining $3,000.00 is to start a collection of high interest, low reading level materials. In addition to the above sum, KCPL, through a quad-library co-operative Federal grant, has also received approximately $3,000 to purchase a microfilm periodical collection. However, these are not continuing grants, and the original $8,050 is a more accurate picture of continuing budget allocations for the near future.

Although the current per capita expenditure for Maryland libraries is $3.00 per capita, it is hoped that by 1979 legislation will have increased this amount of $6.00 per capita with the state paying 55%. (11) This means that by 1979 Kent County could be receiving $99,000 with the county contributing $46,432, and the state contributing $52,568. Although this sum is above the $94,886.74 recommended, it is reasonable to conclude that inflation would more than negate the difference.

It is interesting to compare the library's budget to other budgets in the county (see Table IX). Appropriations for KCPL are third lowest in the county even when such extra costs as the building incentive fund are taken into consideration.

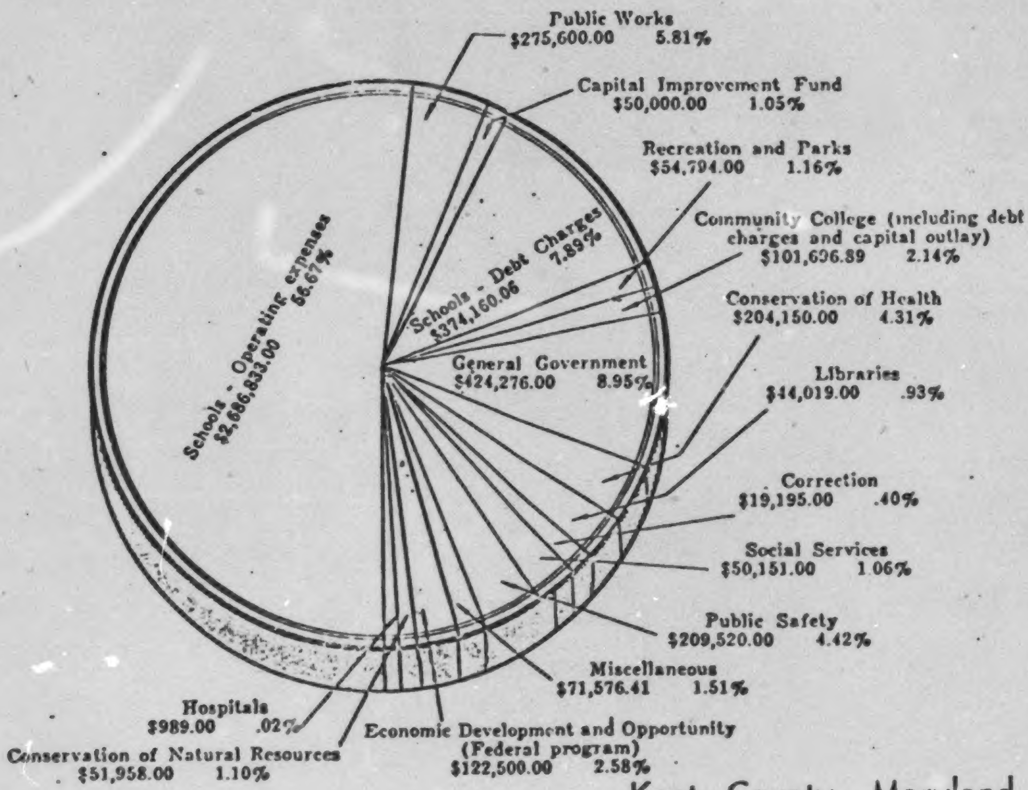
TABLE IX KENT CO. BUDGET, 1975-76

KENT COUNTY

Summary of County Budget for Year July 1, 1975 to June 30, 1976

	COUNTY FUNCTIONS	Proportion of Tax Levy (Dollars)	Total Budget Allotment (Dollars)	Proportion of Budget (Per Cent)
1.	General Government (including court house debt charges and county office building capital outlay)	$ .23	$ 424,276.00	8.95
2	Public Safety	.11	209,520.00	4.42
3.	Public Works	.15	275,600.00	5.81
4.	Conservation of Health	.11	204,150.00	4.31
5.	Hospitals	.00	989.00	.02
6.	Social Services	.03	50,151.00	1.06
7.	Correction	.01	19,195.00	.40
8.	Schools - Operating expenses	1.44	2,686,833.00	56.67
	Schools - Debt Charges	.20	374,160.06	7.89
	Community College (including debt charges and capital outlay)	.05	101,696.89	2.14
9.	Recreation and Parks	.03	54,794.00	1.16
10.	Libraries (including debt charges)	.02	44,018.00	.93
11.	Conservation of Natural Resources	.03	51,958.00	1.10
12.	Economic Development and Opportunity (Federal program)	.06	122,500.00	2.58
13.	Miscellaneous	.04	71,576.41	1.51
	Capital Improvement Fund	.03	50,000.00	1.05
	TOTALS	$2.54	$4,741,418.36	100.00

Where The Budget Dollar Goes



Kent County, Maryland
Fiscal Year 1975 - 1976

Library Staff

At the present time the Kent County Public Library has a staff consisting of a full time Administrator, a full time Headquarters Librarian, two part-time Assistant Headquarters Librarians, a part-time secretary-bookkeeper, a full time children's librarian paid by CETA funding, two high school pages paid for by a Federal youth program and a high school student who comes once a week to generally clean up. Volunteer help is negligible and has not been encouraged. The full-time equivalent not counting the high school students is 5.2. Although only the Administrator is a professional librarian, two staff members came with previous experience, and one staff member has six years experience at KCPL. All staff members have participated in some in-service training offered by the Eastern Shore Regional Resource Center.

Table X

Staff Size in F.T.E.

	Professional	Para-professional	Clerical	Pages
Kent County Public Library present staff	1	3.6	.6	1
Maryland Master Plan	2	1	4	1
Needed	1	0	3.4	0

As can be seen in Table X, Kent County does not meet the Maryland Master Plan recommendations on staff. In total staff Kent County should have 2.8 more FTE people than it presently does. The current fiscal situation precludes the hiring of another professional in the near future, however efforts should be made to meet the remaining staff recommendations.

There has been a discrepancy between the state's definition of para-professional and clerical and Kent County Public Library's. Earlier in the library's history it was felt that all staff should be trained to do all jobs since there was a high percentage of part-time help. This meant that everyone did jobs that were both clerical and para-professional in nature. Job titles, Headquarters Librarian and Assistant Headquarters Librarian, have a definite aura of professionalism but in reality the jobs were half and half, but the staff has always been listed as para-professional for state reports. There is evidence to suggest that job descriptions and actual tasks are no longer working to the best advantage of the library. Job descriptions should be rewritten, and, as far as possible, present positions should be realigned. Consequently, a more accurate picture of staff distribution might be 2.6 F.T.E. para-professionals and 1.6 clerical rather than the figures given in Table X. However, this does not change the fact that Kent County Public Library is understaffed.

Facilities

As written earlier, KCPL moved to its present location shortly after beginning services in 1962. In 1967 the library expanded into a neighboring storefront to its present size of 1900 sq. ft. Its location in the central Chestertown business district is excellent and from the outside its appearance is, to quote a commonly heard phrase, "quaint". However, upon entering the building a different impression is immediately conveyed. Library users are confronted with a crowded, uninviting area divided by a support wall through the center of the entire length of the building. To the left is a circulation desk, the "lounge area" and the new bookshelf which is often overflowing. Beyond that is the children's fiction collection, biography section, adult fiction, paperback collection, a table with six chairs and a photocopier. Past this array is the work area which has no definite break with the public area.

To the right of the door is the record collection, newspaper rack, reference section, another table with six chairs, the card catalog, and the non-fiction collection which contains both juvenile and adult materials. Beyond the book stacks the work area can be seen though the entrance is blocked by a desk. The walls are dull yellow or imitation wood panelling; lighting, especially in the stack areas, is significantly below the recommended levels required for reading. The stacks themselves are placed closely together with top shelves beyond the easy reach of the average adult patron. The shelves are overcrowded especially in the non-fiction section.

The work area is also severly cramped and unattractive. Crowded into an area of approximately 405 sq. ft. is the shelf list catalog, two standard desks and chairs, a student desk and chair, a work table and chair, three typing tables and chairs, a teletype machine, two filing cabinets, a microfilm cabinet, a microfilm reader (unuseable due to lack of space), a book truck and innumerable boxes of books for storage or discard. Counter space has been built along a portion of two walls and bulky shelving has been added to a third wall. Cutting into the middle of this area is a vestibule with two doors which lead to a central door and out to a parking lot. There is a washroom with sink and toilet. It is library policy to permit only juvenile patrons to use these facilities due to the fear that the plumbing could not take public use. Several years ago termites were discovered in the work area, and although they were exterminated, the damage over a sink was never repaired. Aagain this area is inadequately lighted. The air conditioning system, suspended over the microfilm cabinet and the entrance to the work area is noisy but provides relief from the summer heat and humidity.

Library users often comment on the warm, friendly atmosphere in the library, but conversations can be heard throughout the building. Study or quiet reading space is non-existent in this library. Consequently, the bulk of user activity is oriented to the borrowing of books.

Parking is not a problem with free parking located behind the building.

As previously noted, steps have been taken to change the problem of space. In 1974 a site was purchased for a new building. Located a block and a half from the present library, it is in a semi-residential area just outside the business district.* In February, 1975 an architectural program was written and an architect was hired. As of this writing a new building is in the forseeable future, but it will be at least two years before the dream is realized.

*It should be noted that attempts were made to purchase a site in the business area, but a sale of land could not be negotiated.

Steps have been taken to temporarily ease some of the present problems. Duplicate copies and titles not in high demand have been placed in storage. Last year 18% of the collection, mostly non-fiction, was weeded. Plans have been made to remove the back vestibule and floor to ceiling shelving in the work area. Obviously, these are minor measures, but it is hoped that they will suffice until the new building is completed. Consideration should be given to rearranging the public area to provide more space within the restrictions placed on the library administration by the owner of the building.

In 1975 when KCPL applied for $143,000 in federal funds it was estimated that a 12,000 sq. ft. facility would cost approximately $54.50 per sq. ft. Thus the County Commissioners agreed to a budget of $655,000 for a new building. Upon the advice of the architect who felt that federal regulations would add ten percent to the cost of the building, it was decided to reduce the square footage of the building to 10,120 sq. ft. rather than request more money from the County Commissioners.

In guidelines for library facilities (Wheeler and Goldhor, Practical Administration of Public Libraries, Harper and Row, 1962, p.554) it is recommended that the size of a facility should be .7 sq. ft. per capita:

$$.7 \times 16{,}146 \doteq 11{,}302.2 \text{ sq. ft.}$$

Thus it can be seen that the new facility as now planned does not meet this guideline. Considering the population projections for Kent County (Table I, p.) it can be seen that the population of Kent County is not expected to increase radically over the next ten years. However, in the projections for a twenty year period given in the architectural program, it is expected that Kent County could have a population of 20,000.

It is to be hoped that if bids for construction costs come under the amount expected, that the square footage of the library will be returned to its original 11,200 sq.ft. which comes close to the guidelines as given above.

Since the architectural program is appended to this study, it will not be detailed here. However, the program does reflect an attempt to follow the guidelines laid down by Lance Finney in his building survey in 1972 which in turn was based on ALA minimum standards.

As a last note on facilities, it should be remembered that the Kent County Public Library in Chestertown is the only public library facility in Kent County. Chestertown is located on the southern boarder of the county, and many county residents do not have access to library services because of distance. There are no branches, no bookmobile and no outreach programs at the present time. The Kent County Commissioners feel that the cost of a bookmobile is prohibitive since the county is undertaking a new building.

Eastern Shore Regional Resource Center (Area)

Earlier the connection between the KCPL and the Eastern Shore Regional Resource Center (hereafter referred to as the Area Library) was briefly described. Kent County is the northern most county of the eight Eastern Shore libraries served by the Area Library in Salisbury about 120 miles south.

Area's selection policy is to attempt to purchase non-fiction materials that are of a less popular, but still needed nature than most non-fiction books purchased by the county libraries. Fiction titles two years and older are also supplied. Besides books Area supplies rotating collections of cassette tapes and 8mm. films. They also offer records and 16 mm films.

Requests are sent by teletype week days and filled requests are delivered the next day. Consequently a patron can request an item on Monday and have it by noon Wednesday. Requests that Area cannot fill are sent on to Pratt. These take longer to fill (sometimes up to three weeks). Some technical requests that Pratt cannot fill are sent on to the University of Maryland.

Last year 1,422 books were received from one of these three libraries and 596 16mm films, 8mm films or filmstrips were borrowed.

Area Library has also placed a 16mm projector and two cassette players in each county library on permanent loan.

Besides materials loans Area and the state sponsor several in-service training workshops each year, and consultant services are available on both levels.

It would be impossible to calculate the cost of these services. To attempt a 16mm film collection alone in each county library would cost thousands of dollars. Future plans for the Area Library include consultant services in planning exhibits and other public relations related events and of course continuing growth of its collection.

Materials Collections

The major goals of evaluating a library collection is to determine its relevancy to the community it serves. It requires an examination of both quality and quantity. An objective of this analysis is to provide information useful for future collection planning and acquisition.

Table XI

KCPL Collection Profile

Type of Material	KCPL Holdings '74-75	Master Plan Recommendations
Adult	16,383	28,350*
Juvenile	4,590	12,150*
Total Adult & Juvenile	20,973	40,500
Area Library Loans	1,422	N/A
Paperbacks	300 approx.	N/A
Records	544	3,000
Periodicals	35	125
Total	23,274	43,625

*Although the Maryland Master Plan gives no recommendations regarding size of adult and juvenile collections, it was remarked earlier that juvenile collections should equal 30% of the total collection, and young adult and adult titles should equal 70% of the total collection.

Table XII

COLLECTION DISTRIBUTION AT KCPL

Adult	Sample number	% of total sample	Extrapolated size
Fiction	124	30	5,078
Non-fiction	272	67	11,341
Records	14	3	508
TOTAL	410	100	16,927

Juvenile			
Fiction w/o Easy	72	34	1,561
Easy Titles	39	18	826
Non-fiction	95	46	2,111
Records	4	2	92
TOTAL	210	100	4,590

Table XIII

AGE OF BOOKS AT THE KCPL

Year Published	Total Number	% of whole collection	Number of Fiction	% of whole collegtion	Number of non-fiction	% of whole collection
ADULT						
Pre-1965	197	47	42	10	155	38
1965-69	91	22	21	5	70	17
1970-73	77	19	45	11	32	8
1974-75	31	8	16	4	15	4
Records	14	3				
TOTAL	410	100	124	30	272	67
JUVENILE						
Pre-1965	114	54	53	25	61	29
1965-69	47	22	27	13	20	9
1970-73	31	15	23	11	8	4
1974-75	14	7	8	4	6	3
Records	4	2				
TOTAL	210	100	111	53	95	45

Table XIV

PER CENTAGE OF COLLECTION CIRCULATED IN 1974-75 BY AGE

ADULT

Age of Title	Number of Titles Circulated	% of Titles in that age	% of Total Titles
Pre-1965	107	54	26
1965-69	55	60	13
1970-73	56	73	14
1974-75	25	81	20
TOTAL	243		59

JUVENILE

Age of Title	Number of Titles Circulated	% of Titles in that age	% of Total Titles
Pre-1965	72	63	34
1965-69	29	62	14
1970-73	28	90	13
1974-75	12	86	6
TOTAL	141		67

According to the Maryland Master Plan, Kent County Public Library should have a minimum collection of 43,625. Even with Area loans and paperbacks added to the present collection, KCPL has only 53.4% of the collection it should have. However, when one remembers that the collection has grown from 5,000 to 20,973 in fourteen years, and when one remembers the space problems in the library, the collection size is commendable. Nevertheless, efforts to meet the Master Plan recommendations must continue.

An analysis of the quality of the collection was based on two factors: (1) use of the materials, as reflected by circulation and (2) age of the collection.

Analysis was accomplished by taking a representative sample of titles. The sample data was analyzed and generalizations related to the entire collection. Consequently, the sample had to be randomly drawn, yet proportionately and adequately representative of all subject classes.

The sample for the adult collection was 400 titles or 2.3% of the adult book and record collection. The sample for the juvenile collection was 200 titles or 4.3% of juvenile books and records. The shelf list drawers of each collection were measured in centimeters. The total of each was then divided by 400 and 200 respectively to achieve the interval. A random number was selected to decide where to begin sampling. For each sample author, title, call number and imprint date were recorded plus the last time it circulated, if it was in circulation or if it was missing. The total of adult titles sampled was 410; the total juvenile was 210.

Paperback books for both adults and children are not cataloged by KCPL. Consequently no analysis was made of their use.

Adult Collection:

As can be seen by TABLE XIII, a large proportion, 48%, of the adult collection was published before 1965. Of the 48%, 78.7% are non-fiction. This means that a large proportion of non-fiction materials circulating are probably out of date. This factor takes on more significance when one compares the percentage of non-fiction circulated compared to fiction in 1974-75.

Table XV

Circulation of Adult Collection 1974/75 by type

% of fiction circulated	37.5
% of non-fiction circulated	60.5
% of recordings circulated	2.0

In 1974-75, 54% of the non-fiction circulated was ten years old or older. Since it is obvious that KCPL patrons rely heavily on the non-fiction collection, efforts should be made to weed the older titles and replace them with more up-to-date titles. It is recommended that an analysis of the various groups of non-fiction be made to determine where the largest proportion of out of date materials is, and these areas should be attended to first.

Table XV shows that out of fourteen records sampled, 2% circulated in 1974-75. Since space is a problem, the adult record collection should be weeded to provide recordings that will circulate.

The sampling also indicated that 9% of the total adult collection was recorded as missing. An inventory seems in order at the present time to clear the card catalog of titles no longer in the collection.

Juvenile Collection:

Table XIII shows that the proportion of titles published pre-1965 is 54%, even higher than for adults. Like the adult collection the percentage of non-fiction titles in this category is high, 54.5%. However, overall the percentage of non-fiction circulated in the past two years is much lower in comparison to the adult figures.

Table XVI

Circulation of Juvenile Materials 1974/75
by type

% of fiction circulated	59.7
% of non-fiction circulated	38.2
% of records circulated	2.1

There are many possible reasons for this difference: (1) As noted earlier every school in Kent County has a media center. It is possible that children in Kent rely on this source for non-fiction materials (2) Juvenile non-fiction is shelved with adult non-fiction no matter what the age level. The policy behind this is two-fold: (a) children who are mature enough to use adult materials can more easily move from juvenile to adult titles, (b) in a county like Kent where the adult education level is low, certain juvenile titles might be more appropriate than adult titles, and if all non-fiction is together, all materials might be used without any stigma. This is not the time or place to debate this philosophy; however, it can be argued that non-fiction aimed at children pre-school to fourth grade is easily lost when shelved with adult books. Not only are the books generally smaller and thus easier to slip behind larger books but in a situation where shelving is higher than many adult patrons can reach, titles can be literally unavailable to children. (3) It is also possible that children do not use the juvenile non-fiction collection because the books are obviously out-of-date, and in many cases old, beat-up, and unattractive. It is recommended that the juvenile non-fiction collection be weeded and every effort be made to up-date the collection. As recommended earlier an investigation should be made into which areas are most out-of-date to decide a starting place.

Missing titles at the time of the sampling amounted to 8.1%. Again, it is recommended that an inventory be made so that the juvenile card catalog can be cleared of titles no longer held.

Prior to the summer of 1975 there was no juvenile record collection at KCPL. With federal funds a basic collection was ordered, and at the time of the survey there were approximately 40-50 records in the collection. In the sample four titles were recorded and 50% were in circulation. Although the sample is small, it is apparent that the collection is popular, and its growth should be encouraged.

The following table examines the Easy collection in the juvenile fiction group.

Table XVII

Number of Easy's sampled =	39
% of Easy Titles in Juvenile fiction	35.1
% of Easy Titles in total Juvenile collection	18.6
% of the 39 titles circulated 1974/75	84.6
% of Easy Titles in total Juvenile Collection circulated 1974/75	22.9
% of Easy Titles missing	10.3

It is immediately apparent that the Easy collection forms a significant proportion of the juvenile fiction collection and that it is heavily used. However, it is also apparent that a high proportion of the titles are missing. The Easy collection is an important part of the juvenile collection, and its continued upkeep should be stressed. An inventory should be made of the collection and replacements purchased as deemed necessary.

In summary it can be seen that KCPL's non-fiction collection is out-of-date. Despite this deficiency it is apparent that the collection is used by patrons. In 1974/75 60.5% of the adult collection circulated at least once. In the juvenile collection 68.6% circulated at least once during the same time period. Never-the-less all possible efforts should be made to upgrade the collection in currency and to weed unused, out-of-date, or worn-out titles.

Periodicals:

As shown in Table XI, KCPL has 35 periodical titles as compared to the Master Plan recommendation of 125. Space constitutes the main explanation for the small number of titles.

However, it is also the present policy of KCPL to subscribe to periodicals that are less likely to be purchased by patrons for home use. The problem with this philosophy is that patrons rarely keep back issues of such titles, and KCPL has only been able to supply requests for these titles by inter-library loan. One attempt to rectify this matter has been the co-operative quad-library microfilm project of periodical back issues. Although KCPL will not hold all 125 titles, loans will be possible in one day. Never-the-less, it is recommended that the library plan for expansion of its periodical holdings immediately. At this time KCPL has no juvenile periodicals. Efforts should be made to begin a collection in this area.

Services

Services are defined as those activities conducted by the library staff which result in a direct or indirect advantage to a user in pursuit of information. A direct service would be answering reference questions; an indirect service would be ordering books. Services to be discussed include: hours of service, circulation, reference and information (including inter-library loan) services to groups and co-operative services.

Hours of service:

The Kent County Public Library is currently open 55.5 hours per week. Table XVIII shows the distribution of these hours.

Table XVIII

Hours of the Kent County Public Library

	9 10 11 12 1 2 3 4 5 6 7 8 9	Total Hours
MON.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	12
TUES.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	8.5
WED.	XXXXXXXXXXXXXXXXXXXXXXXXXX	6
THURS.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	8.5
FRIDAY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	12
SAT.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	8.5
SUNDAY		0
		55.5

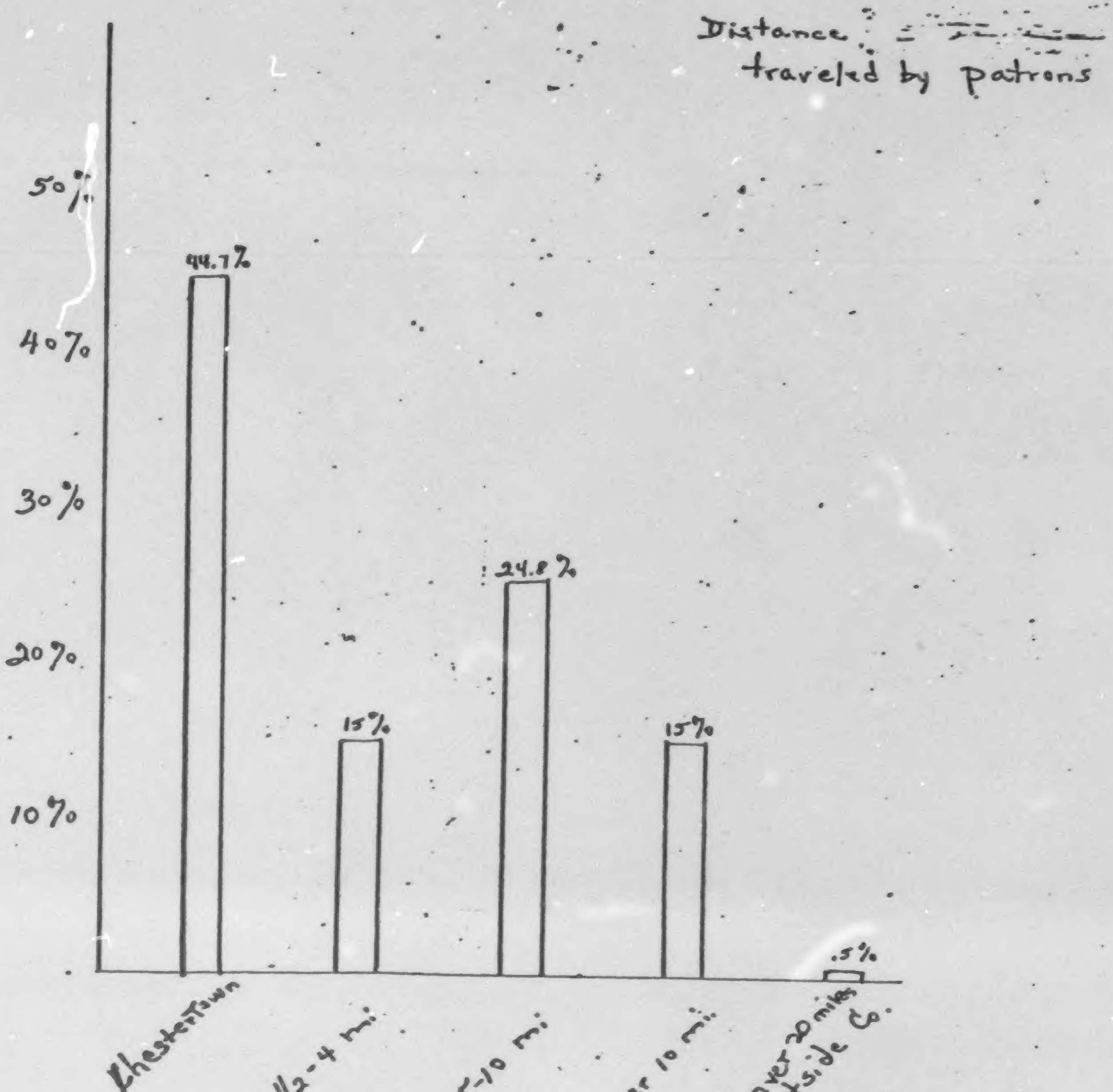
The ALA Interim Standards for Small Public Libraries recommend that a library serving a population of 10,000 - 24,999 should be open 45 to 60 hours per week.(12) Thus it can be seen that KCPL meets the recommendation. At the present time KCPL is closed on Wednesdays until 11:30 a.m. The reason is the library is so small that children's programs would be impossible during regular hours. Moving story hours outside the library would negate the purpose of introducing the library to children. Also, the staff is so small that these extra two and one-half hours provide time to catch up on clerical duties and to hold staff meetings. When the library is moved to larger quarters, however, the additional two hours will be added bringing hours of service to 58. It is also recommended that additional night hours or Sunday hours should be considered at that time. Generally night use of the library is slack. Part of the reason could be that it is difficult to remember which night the library is open. Also, in a rural area like Kent County it is possible that people would not make an extra trip to Chestertown unless there were other reasons besides library visits (use is higher on Friday nights when all Chestertown stores are open). A third reason could be that students, who could be expected to study at the library at night, have no place in the library to do so.

Library Users

Kent County Public Library does not have library registration or use of library cards. Instead when patrons check out books, they sign a numbered sheet with their name, address and phone number. In November, 1975 the sign-out sheets for a three week period were sampled on a random basis. A total sample of 347 names were selected. Name, address and sex were recorded. Unfortunately no data could be compiled for juvenile versus adult borrower.

The names were than plotted, according to their address, on a county map. Graph G shows the results of this data. Two points should be remembered: (1) Distance was measured on a direct line from Chestertown to the plotted point. Since few roads in Kent County lead straight to any destination, it is possible distances might be greater than those recorded.
(2) Kent is a rural county and not everyone gives completely accurate address information. The Chestertown Post Office supplied locations of rural routes, but it was impossible to accurately pinpoint locations. Also, many people live outside of Chestertown as far as fifteen or twenty miles, but maintain

GRAPH G



Distance traveled by patrons

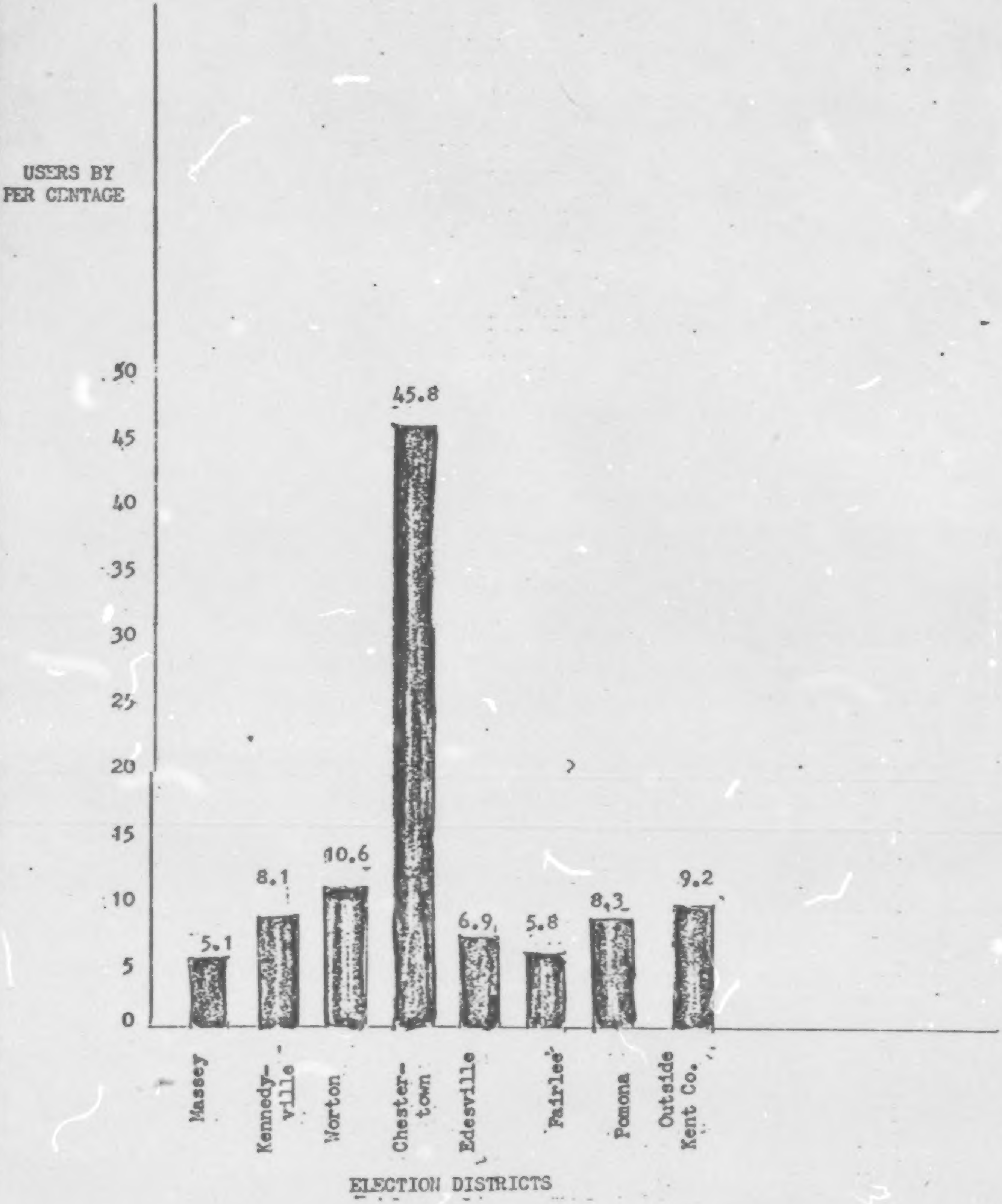
a Chestertown post office box. Despite this wide margin for error, the graph still gives an idea of borrower location.

As expected, the proportion of borrowers from Chestertown was higher than for the rest of the county. When the outskirts of Chestertown (1/2 mile to 4 miles) is added to Chestertown residents, the proportion is 59.7% of the sample. Although it is expected that more borrowers would come from this area when one examines the population profiles given earlier, this seems to be a remarkably high proportion considering that the Chestertown election district is 26% of the total county population. It should also be noted that a number of people in this proportion come from the Kingstown area of Queen Anne's County just across the river.

Of the names sampled 268 or 77.2% were female. Again a higher percentage of female users is to be expected, but the proportion seems higher than normal. However, it should be remembered that many retired women live in the Chestertown area, and also library hours are more accessible to housewives than working people. Also it is possible that many women select books for their husbands.

GRAPH H

LOCATION OF USERS BY ELECTION DISTRICT



Graph H shows the location of users by election district. As was pointed out with Graph G, location information is not totally accurate due to the rural nature of the county. This is compounded by the fact that some postal routes run along an election district boundary, and it could not be decided on which side users live. Despite these possible errors, the graph still gives a picture of user location by election district. According to the discussion of census data in Chapter I, it could be expected that most users would be found in the Chestertown, Pomona and Fairlee election districts. However, the graph does not validate this assumption with the exception of Chestertown. In fact, Fairlee election district is second lowest in user location, and it is lower than Edesville where perhaps lowest use could be expected in view of the age, education, and income of its residents. It would be difficult to compare the graph on user location in miles and user location by election district since most of the election districts are contiguous to the Chestertown election district and then spread out to the outside boundaries of the county. However, two comments may be made. Edesville and Massey election districts are furthest away from Chestertown and are among the lowest in percentage of users. Also, both these areas have a low percentage of white collar, well-educated, middle to high income residents; people who are considered to be traditional library users. The high percentage of people outside the county is not surprising since the majority of these people live in the Kingstown area of Queen Anne's County which is directly across the Chester River from Chestertown.

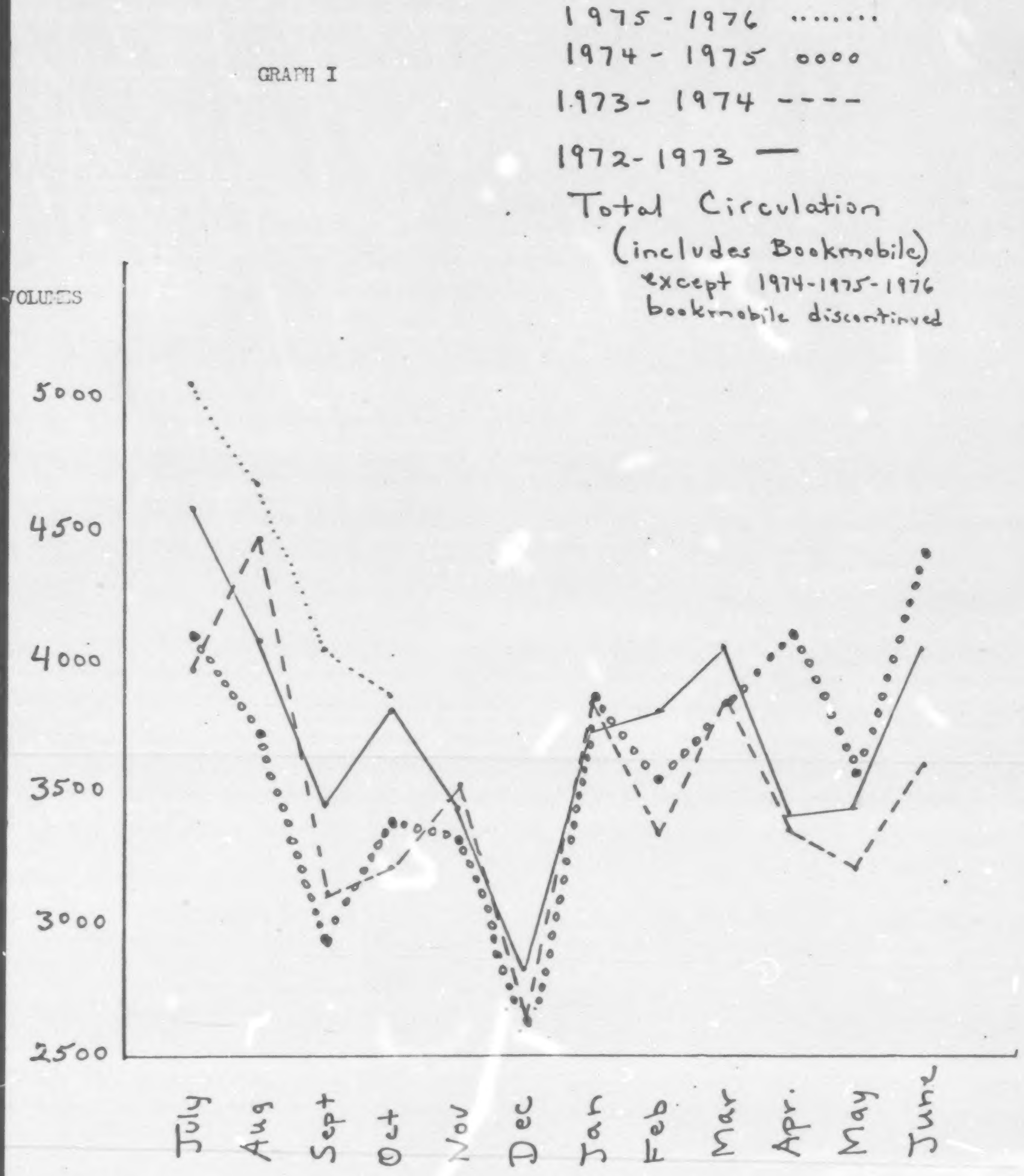
Despite the fact that the proportion of borrowers are expected to come from closer to the library, it seems that KCPL could almost be considered a town rather than county facility.

Graph H shows that even in areas where a high proportion of users could be expected (Fairlee and Pomona), there are not many users in comparison with the population profile. It is obvious that some form of outreach program should be investigated to reach potential patrons in other sections of the county.

Library Circulation

In order to determine patterns of library use, monthly circulation statistics for the past three years were compared. As can be seen by Graphs I & J, circulation decreases in the fall, December being the lowest with the Christmas season probably being the contributing factor. Circulation then jumps up in January, then levels off to a gradual increase occurring until the summer. Highest circulation appears to occur in the summer months when people have more free time.

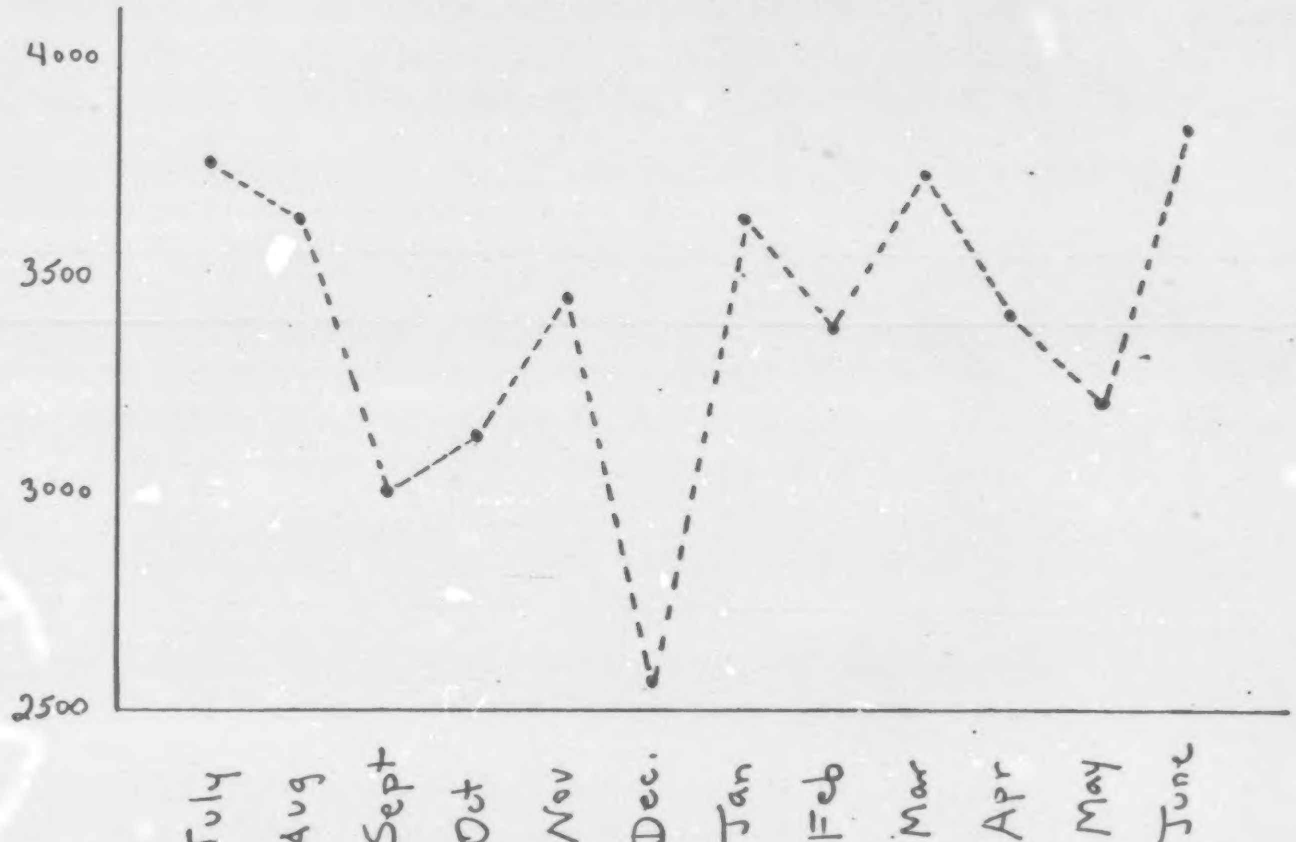
GRAPH I


1975-1976 ....
1974-1975 0000
1973-1974 ----
1972-1973 —
Total Circulation
(includes Bookmobile)
except 1974-1975-1976
bookmobile discontinued
VOLUMES
5000
4500
4000
3500
3000
2500
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr.
May
June

GRAPH J

KENT COUNTY PUBLIC LIBRARY

AVERAGE CIRCULATION 1972-1975



Reference and Information Services

The Interim Standards for Small Public Libraries states that:

> "The local community library should have materials which furnish the information most frequently requested on a wide range of topics, and should have personnel able to locate facts in the resources."(3)

The Kent County Public Library has approximately 1.2% of its collection set aside for reference purposes. Although the collection is hampered by space problems, the library has attempted, through the aid of the Area Library, to maintain a recommended minimum of reference titles. Included in the reference collection is a small collection of Maryland materials, mainly state statistical reports and materials on Maryland history. In an area where local history is popular (over 200 people are members of the Kent County Historical Society), it is unfortunate that the local history and geneology selection is so small. However, all attempts are made to refer patrons to larger collections when possible. It is recommended that the library establish formal co-operation with libraries who have more established local history collections, and that co-operative efforts be made with local people well-versed in Kent County history.

All present staff members but one have had some reference training through in-service training offered by the Area Library. According to the KCPL annual report for 1974-75 over 3,000 reference and reader's advisory requests were answered last year.

Unfortunately it is not possible to analyze these requests by type or frequency since requests were not recorded. Recently the staff did begin recording such requests, and it is recommended that the questions be analyzed to determine (1) areas where the staff could benefit from more training and (2) areas of the collection which might need additional titles purchased.

As noted earlier, titles not owned by KCPL can be requested by teletype for inter-library loan. It is also possible to request photocopies of periodical articles, and materials in a subject area. Specific reference questions that cannot be answered in the library may also be sent on the teletype. In addition numerous referrals are made each year to specific county agencies to help patrons, and some reference requests are referred to the Washington College Library.

In the Maryland Master Plan it is recommended that all public libraries established community information centers. (14) In order to achieve this recommendation Kent County Public Library and Queen Anne's County Free Library joined together in 1975 to form a co-operative project to establish individual information and referral centers. The decision for a co-operative project was based on the following points:

(1) Kent and Queen Anne's Counties are geographically adjacent as well as geographically similar. The two

libraries are located within a twenty minute drive of each other.

(2) The population of Kent and Queen Anne's are statistically similar. Thus it could be concluded that the populations' information needs are also similar.

(3) Many of the social service agencies funded by the state and federal authorities serve both counties from central offices.

(4) Because of the three points above, it was concluded that it would be more economical to hire one person to establish information files for both than for each library to attempt such a project separately.

At this time the joint project to establish information centers is still in the early stages. When the information has been gathered and files established, each library will function individually although it has been agreed that co-operative efforts on maintaining the files will be explored.

It is recognized that such centers are valueless unless residents are aware of this service. A well-planned public relations campaign should be carried out to achieve this purpose. It is also realized that the staffs of each library must be thoroughly trained in the use of the files, and in-service training with the help of the Division of Library Development and Services is planned.

Another area to be considered in reference and information services is the use of pamphlet files. Often information which cannot be located elsewhere can be found in a well-organized collection of pamphlets and periodical and newspaper clippings. Although KCPL does have a vertical file devoted to these materials, it is out of date, not having been added to in almost two years. It is recommended that this file be weeded, reorganized and updated and that the staff be made aware of its potential.

Services to Groups

There are many services a small public library can offer to groups of all types. Adult services include working with adult education classes and study groups, providing services to government and community leaders, helping with individual reading programs, delivery services to the homebound or services to institutions.

Beyond a general policy statement, no organized attempt has been made to offer these services to patrons. Tentative efforts have been made to work with programs like "Right to Read", and KCPL is planning deposit collections of high interest, low reading level materials throughout the county. Although KCPL staff members do use some reading lists for advising patrons, these are not made available to the public. The Area Library's adult services consultant has been exploring the possibilities of providing such lists to the county libraries. The Area Library's long range plan also mentions the possibility of establishing delivery services to the homebound in the eight counties. Such co-operative ventures should be encouraged and thoroughly explored. If these plans do not seem feasible on a regional level, KCPL should consider other alternatives for achieving such programs. Other services should be examined and priorities set for developing programs meaningful to Kent County residents.

In the past year KCPL sponsored two film programs of a recreational nature at a small Chestertown community center. The programs were so successful that they outgrew the audience capacity of the facility. Other Chestertown locations for future film programs are being investigated. It is recommended that the library expand film programming to include educational film programs as well as recreational, not only to benefit residents, but to demonstrate the selection of films available from the Area Library. It is also suggested that KCPL investigate film programs in other county locations perhaps in co-operation with other county agencies.

Through the aid of the Maryland State Library for the Physically Handicapped, KCPL offers talking books via mail service and has a rotating deposit collection of large print books.

The library lends out the following audio-visual equipment to groups: a 16mm film projector; slide projector; projection screen; and a portable phonograph. Also, available are cassette players and a cassette player-recorder. Purchase of other equipment such as a 8mm film projector or a typewriter for loan should be considered.

Special services to young adults would include those listed for adults plus working with school librarians and teachers, talking with groups in the schools about services and materials and soliciting input on collections. At the present time, young adults are ignored. Since some attempt at communication with the high school librarian has been made, first priority should go towards working with her and high school teachers on materials and program development. Further possible services should be investigated and priorities to establish programs should be set.

Special services to children include summer reading programs, school visits, story hours, film programs, working with adults serving children, and reading lists.

In the past story hours have been a volunteer effort at KCPL. The Friends of the Library helped establish regular story hours in 1974; however, by the fall of 1975 this program had disintegrated. With the recent hiring of a children's librarian, renewal of weekly pre-school story hours is a top priority. Last summer with the help of the Area Library's juvenile services consultant KCPL had its first summer reading program which was met with enthusiasm. In fact it was felt that the 18% increase in circulation for June over the previous year was largely due to this program. Presently other programs for the six to twelve age group are being investigated in the hopes of promoting continued public library use during the school year. The children's services consultant at the Area Library has been providing reading lists for staff and public use. She also has periodic meetings with interested staff to discuss the latest children's publications in conjunction with a travelling book exhibit supplied by the

Area Library which is also open to school people and the public. School contact has been minimal. In the past contact was largely made by the Area consultant, thus minimizing the effect of the public library's role. It is hoped that the new children's librarian will take over this role to promote strong co-operation between KCPL and the schools.

The main deterrents to services for all ages and groups have been lack of staff and lack of space. However, development of services cannot wait until these problems are overcome. The Kent County Public Library must determine what services are most needed by the county and then set priorities for a plan to meet these needs. As programming is developed, a strong public relations campaign must be instigated to notify the residents of the library's growing role in the community. In 1973 the Friends of the Kent County Public Library was formed mainly as a lobbying effort towards a new building. However, besides fundraising projects for this goal they have provided volunteers for story hours including an outreach story hour for two summers and an annual "clean-up the library" day, plus a host of other activities. The Friends feel that an important objective of their group should be public relations. As the library expands, it should call on this willing organization to help the library administration make the county aware of its services.

Another deterrent to successful services is library accessibility. As noted before Kent County Public Library is located on the southern border of the county. Although Chestertown is the center of trade and government many county residents come to Chestertown infrequently. Outreach programs to all levels of the population must be investigated, including the possible purchase of a bookmobile. The Kent County Public Library can never truly be a county library until services are within reach of all residents.

Co-operative Services

Co-operative services between KCPL and the Area Library and the state library network have been described earlier. Potential co-operation is also possible with other libraries in the area.

Chesapeake College Library:

Earlier in this report Chesapeake College's role in the four-county area was noted. Besides offering courses to residents in Kent, Queen Anne's, Caroline and Talbot counties, its library facilities are offered free of charge to all residents. Since it is not located near Kent County (it is about twenty-five miles away) non-student use by Kent County residents is small. However, a basis for future co-operation between KCPL and Chesapeake College Library has already been laid since Chesapeake is now one of the four libraries included in the micro-film periodical collection described previously. In planning future services potential co-operation with this resource should be kept in mind.

Washington College Library:

The Washington College Library has an informal policy of permitting limited use of its facilities to Kent County residents. It permits residents to use its study facilities and its reference collection including answering reference questions. Residents may also check out a maximum of two books per visit. Last year 1,412 titles were circulated to non-Washington College people. In discussions with the library staff it is apparent that heaviest use is made by high school students, local business men and county employees. This use should be analyzed to see if these people are locating materials not held by KCPL. If the materials at Washington College are held by KCPL, this fact should be brought to the public's attention. If the materials are not held by KCPL possible purchase should be considered. It is possible that when a more adequate facility is built for the public library that some of the general facility use of Washington College's library might be channeled off. In comparison to county residents' use of Washington College, it is also true that Washington College students use the public library. Inter-library loan requests are handled more quickly by the county library because of teletype availability then by the college library which uses the mail. Increasingly college students are advised by the college library to use KCPL for this service. Also, the college library does not provide materials for entertainment purposes, and many students use KCPL for light fiction and non-fiction as well as for recordings and cassettes. Also Washington College maintains irregular hours during holidays and vacation periods. This means that Washington College students plus other students home at such times often do not have access to this collection at a time when papers are being written.

It can be seen that the two libraries can complement each other in services. In the future possible co-operation could include co-operative purchase of reference materials which might be too expensive for either library to purchase separately, a co-operative materials selection policy with KCPL concentrating on less technical, more general titles and Washington College concentrating on materials of a more detailed type suitable not only to students but to interested laymen as well, and an agreed upon policy of referrals between the two libraries.

School media centers:

These libraries have been discussed previously, but perhaps some general points on co-operation should be made here. School librarians as well as teachers should be made aware of KCPL strengths and weaknesses. Co-operative selection policies should be investigated to limit costly duplication in areas that do not have high demand in both types of libraries. Children should be introduced to Kent County Public Library through school visits by the library and vice versa.

Many people now feel that public libraries can relax their attention to juvenile collections due to the establishment of school media centers. In considering this possibility in Kent County, it should be remembered that after-school use of school libraries is negligible in an area where the majority of children are bussed. Also school media centers are closed week-ends, on holidays and during vacations. If the Kent County Board of Education explores changing these policies, the KCPL should be made aware of this fact.

Last of all, the public library's role as an advisor should be remembered. The majority of school librarians have little or no library training, and many of them are unaware of the standard selection tools. The Kent County Public Library should provide their knowledge to the benefit of the school libraries.

Chestertown Library:

The Chestertown Library is a private library located two blocks south of KCPL. It was established in the early 1900's and has a long history in both Chestertown and the county. When the public library was being planned, the Chestertown Library was asked to be the nucleus of the Kent County Public Library, but declined the offer. It is obvious that this private library satisfies a variety of needs of its members and complements the service of the public library.

PART III

GENERAL SUMMARY

The Kent County Public Library has come a long way since it opened its doors in 1962 and began offering services with a small staff and a small collection. Despite problems of space, small staff and minimal budget, it has a firm base from which to plan.

When the library's goals were established in 1961 attention was focused toward providing all residents of the county with the opportunity to further their education and enrich their lives through library materials. It is time to redefine these goals to include new interpretations of information needs and services to groups as well as individuals.

In planning services to achieve the redefined goals, certain problems should be kept in mind. New facilities are needed to adequately house a growing materials collection and from which to direct services. The Kent County Public Library is not presently reaching all segments of the population. No library including KCPL ever feels it has enough staff or enough money to provide all desired services. Although attempts will continue to seek adequate staffing and budgeting, all possible efforts for co-operative services with other libraries should be explored.

CHAPTER IV

CONCLUSIONS AND RECOMMENDATIONS

In the earlier chapters of this report, data on Kent County and its library have been presented and analyzed. Pertinent demographic, commercial, and social characteristics of the county have been studied in comparison to characteristics that traditionally influence library use. In evaluating the library attention was focused on organization, administration, resources, services and users to assess its adequacy according to the standards set in the Maryland Master Plan and its appropriateness in terms of community needs. The findings of that research will be summarized briefly here.

Kent County is a rural area with a static population which is not expected to increase over the next ten years. Chestertown, the county seat and center for commerce, has the largest concentration of population (p. 10-15). An analysis of circulation done in November showed that the highest percentage of use came from this area (p. 77). Although Chestertown has a high proportion of people aged sixteen to forty-four, this is due to the college students rather than permanent residents. The county's percentage of people over sixty-five is higher than the national average, and this can be expected to continue as more people seek the area for retirement.(15) The county is slightly below the national percentage for female population, but KCPL users are predominantly female, 77.2%. However, it can be assumed that many women are withdrawing books for other family members (p. 76).

Analysis of 1970 census data shows that the county has a much lower education level than the United States or rural Maryland. However, Chestertown, Kennedyville, and Pomona election districts have a higher education level than the rest of the county, and again it should be noted that most users come from Chestertown area (p. 16-19). It is in keeping with this data that Kent County has a small percentage of professional workers (with the exception of Chestertown, Fairlee, and Pomona election districts) with the bulk of the population classes as skilled and non-skilled labor (p.23-25). Consequently, one would expect library users to be living in the Chestertown, Pomona and Fairlee or Kennedyville election districts. It is certainly true of the Chestertown election district, but not true of the other areas. The usage of these districts falls far below what would be expected according to their demographic characteristics.

The Kent County Public Library is located in Chestertown which is located on the southern border of the county. At present there is no bookmobile and no outreach services to other areas of the county which could account for the low percentage of use by people living outside Chestertown (p. 76-78). Extension of services to the rest of the county should be investigated.

Kent County is a community which is not seeking rapid growth in population or in commerce. Residents desire careful planning on the part of officials so that the essentially rural way of life may be preserved while still providing opportunities for limited expansion in commercial endeavours. There are many active government, civic, and social organizations which could benefit from library services (p. 30-37). One example is the well developed and supported adult education program run by the Kent County Board of Education.

The Kent County Public Library has made great strides in providing service to Kent County residents in its fifteen year history. However, the collection, services and staff are inadequate to meet current and projected needs (p. 50-53). What is more, the inadequate facilities prevent any great change in the collection and services. The majority of adult and juvenile materials circulated are non-fiction, but the percentage of pre-1965 titles are high, indicating that out of date materials are being used (p. 63-72). There is heavy use of picture books in comparison with other juvenile fiction which could be due to use of school libraries by older children. Although the library staff provides reference and special services, expansion of these services or new services are not feasible due to staff size being below the recommended minimum in the Maryland Master Plan (p.56-57).

Financial support of the library has increased due to the change in the Maryland law for libraries in 1975. However, the support is at the legal minimum. An increase in services, in collection size and quality, and in staff size and quality will be difficult to achieve unless the budget is also increased (p. 48-55).

Kent County Public Library has been aided by participation in a strong state and regional network which provides advisory services, inter-library loans and technical processing among other programs. It could be beneficial for the library to seek other areas of co-operation with various libraries in its vicinity (p. 89-92).

The following recommendations are derived not only from the above conclusions but also from the minimum standards set forth in the Maryland Master Plan. It is hoped that these suggestions will guide the progress of the library over the next five years as it seeks to improve its services and collection.

1. A FACILITY OF 10,120 SQ. FT. MINIMUM SHOULD BE BUILT TO HOUSE THE KENT COUNTY PUBLIC LIBRARY.

According to the Public Library Association's Interim Standards for Small Public Libraries a library should provide .7 sq. ft. per person. Using the 1970 census data, this means that a facility of 11,302 sq. ft. should be the minimum size facility designed. However, as noted earlier budget considerations have limited the architectural program to a 10,120 sq. ft. building. Although meeting places are available in the county, some charge for heat, electricity or janitorial services is usually requested A free meeting room should be included in the new facility.

It is further recommended that consideration be given to keeping the interior of the public service area as free of interior walls as possible, thus giving the library freedom of arrangement in the juvenile and adult area as well as permitting the library to be supervised by a small staff. The KCPL architectural program is appended to this report.

2. A REVISION OF THE LIBRARY'S GOALS AND OBJECTIVES SHOULD INCLUDE SERVICES TO GROUPS AS WELL AS INDIVIDUALS.

The percentage of traditional library users in Kent County is small. Many residents who could be considered marginal users can be located in groups both structured and unstructured. Children and young adults can be considered as pre-schoolers, school age or drop outs, etc., and their different needs met through specialized services. The same can be said of adults who could be classified as senior citizens, members of the business community, government employees, etc. Objectives should consider the needs of structured groups or organizations such as church groups, children's organizations, civic organizations, local government departments, etc. The new objectives should also stress increased reference services including the new information and referral files presently being compiled. Finite goals for library service in Kent County by 1982 should be written to give library development a structured outline for educations, informational, and recreational programs within the limits of potential fiscal support.

3. A MEANS OF PROVIDING SERVICES TO ALL KENT COUNTY RESIDENTS SHOULD BE ESTABLISHED.

Traditionally providing library service to all residents of a rural area like Kent County has included a bookmobile or branch outlets. Financial limitations preclude such programs, however, alternate services should be investigated. These include books by mail or co-operation with other agencies which might already be established in other parts of the county like Parks and Recreation. Co-operative services could include programs like story hours, films or workshops or small deposit collections rotated in various places in the county. Perhaps the Friends of the Library could also aid in extending services throughout the county.

If demand for service proved to be great, the feasibility of a bookmobile or branch outlet could be considered at some future time.

4. FINANCIAL SUPPORT FOR KCPL MUST CONTINUE TO GROW IF SERVICES AND STAFF NEEDED TO PROVIDE SUCH SERVICES CAN CONTINUE TO DEVELOP. A TOTAL OPERATING BUDGET OF $94,899.00 IS RECOMMENDED. IN ORDER TO ACHIEVE THIS LEVEL A GOAL OF $5.93 PER CAPITA FOR EXPENDITURES SHOULD BE SET.

Maryland Master Plan calls for an increase for a minimum per capita expenditure to $6.00. In addition to this change in legislation, the plan calls for a state share in expenditure of 55%.

TABLE XIX

RECOMMENDED OPERATING BUDGET FOR PERIOD 1976-1982

Category	Year					
	1976-77	77-78	78-79	79-80	80-81	81-82
Personnel	$37,179	$40,995	$44,010	$48,057	$53,566	$61,582
Materials	8,550	10,153	13,003	15,686	17,355	17,499
Operating	7,650	9,883	12,503	14,188	15,355	15,818
Contingency or Furniture & Equipment	1,000	500	500	500	500	
Total	$54,379	$61,531	$70,016	$78,431	$86,776	$94,899
Est. Pop.*	16,700	16,235	16,170	16,105	16,040	15,977
Per capita expenditure	3.25	3.76	4.32	4.85	5.38	5.94

*Population figures for 1976-77 were taken from the Maryland State Department of Health and Mental Hygiene. The 1981-82 figures are based on the Kent County Comprehensive Plan (see p. 12 of this report).

Table XIX beings with a recommended budget for fiscal year 1976-77. The current budget for KCPL as shown on page 50 shows a per capita expenditure of $3.10. It would be unrealistic to expect an increase from $3.10 to $5.93 immediately. Therefore the increase has been spaced out over a six year period. It should be noted that the increase in budget is compared to a decrease in population as shown in population projections earlier in this report. It might be assumed that a decrease in population would mean a decrease in financial support. However, KCPL presently does not meet most of the minimum standards set forth in the Maryland Master Plan. These deficiencies hold true for a population of 15,977 as well as a population of 16,700.

At the present time the Kent County Public Library is planning a new building which will be over five times greater than its present facility. This will mean an increase in operating costs. Inflation would also diminish the effect of increases in all aspects of the budget.

5. TO MEET THE MARYLAND MASTER PLAN STANDARDS FOR STAFF AN ADDITIONAL PROFESSIONAL POSITION SHOULD BE PLANNED.

If services to all of Kent County are going to be established, an additional staff position should be made so that an already overworked staff will not have to carry an extra burden. Although this position does not need to be professional, the upgrading of a position already located in the library should be considered. The two most logical positions are the present headquarters' librarian or the children's librarian. The children's librarian already does many professional duties including materials selection and program development at a non-professional salary. The duties of the headquarters' librarian include being responsible for the library in the absence of the administrator, but in reality the responsibilities are shared by the whole staff. However, that position could be rewritten to include greater responsibility in the development of adult library services.

Presently neither positions is held by people with formal library training, but encouragement to take additional courses leading to a professional degree could provide the library with a means of gradually upgrading one of the above positions.

6. THE LIBRARY COLLECTION SHOULD BE EXPANDED TOWARDS A GOAL OF 2.5 VOLUMES PER CAPITA AND 125 PERIODICAL TITLES.

Using the population projections for Kent County by 1980 (15,977), this would mean 39,942 volumes. A proportional division of the collection should be 70% adult and 30% juvenile titles. According to an analysis of circulation, a high percentage of juvenile and adult materials are out of date. Special attention should be given to weeding these collections and replacing the discarded titles with current materials.

Attention should also be given to expanding the picture book "Easy" collection since an analysis of circulation showed a high rate of use in this area. During the sampling of circulating titles it became apparent that a high proportion of titles were missing. It is recommended that an inventory be taken.

It is also recommended that easy juvenile non-fiction titles be removed from the regular non-fiction area to encourage greater use by elementary school children. A detailed analysis of circulation and the collection is presented in Chapter III, p. 63-72.

7. CO-OPERATION TOWARDS THE CO-ORDINATION AND INTEGRATION OF SERVICES AND MATERIALS BETWEEN KCPL AND OTHER LIBRARIES IN ITS VICINITY SHOULD BE ENCOURAGED.

Kent County public schools all maintain media centers with print and non-print collections. Public and school library selection policies should be co-ordinated to reduce needless duplication. Co-ordinated programming should be encouraged to make students and teachers aware of the distinctive services each type of library can offer.

Similar co-operation is recommended between KCPL and the Washington College Library. Co-ordinated selection policies for reference materials would be especially useful for two libraries with limited budgets. A basis has already been laid for co-operation with other local libraries, and continuing co-ordination of services should be encouraged when feasible (p.89-92).

It is hoped that these recommendations will give an added sense of purpose and direction towards the future of the Kent County Public Library not only in an expanded building, but in expanding the useful services designed to meet the county's information needs.

FOOTNOTES:

(1) Maryland State Department of Education. Division of Library Development and Services. Master Plan for the Development of Library Services in the State of Maryland, 1976-1980. Maryland State Department of Education, DLDS, 1974. p. I-5.

(2) Kent County Planning Commission. The Comprehensive Plan for Kent County, Maryland, 1974. Draft. p. 16.

(3) Berelson, Bernard. The Library's Public. Columbia University Press, 1949. p. 19-50.

(4) Maryland Department of Economic and Community Development. Division of Business and Industrial Development. Community Economic Inventory: Kent County, Maryland. Maryland Department of Economic and Community Development, DBID, 1974. p. 12-14.

(5) Kent County Planning Commission. Op. Cit. p. 32-33

(6) Maryland Department of Economic and Community Development. Op. Cit. p. 36-37

(7) Ibid. p. 34.

(8) Maryland State Department of Education. Op. Cit p. II-10

(9) Ibid. p. II-9

(10) Ibid. p. II-7

(11) Ibid. p. II-12

(12) American Library Association. Public Library Association Division. Interim Standards for Small Public Libraries; Guidelines. ALA, 1962. p. 5

FOOTNOTES:

(13) *Ibid*. p. t

(14) Maryland State Department of Education. *Op. Cit*. p. II-3.

(15) "More elderly are retiring in the north," *New York Times*, 1 February 1976, Section 2 p. 32, col. 2.

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Volume III. *Income Characteristics*
Volume IV. *Labor Force and Employment Characteristics*

Baltimore, 1974.

SOURCES USED:

U.S. Statistical Abstracts, 1972. Washington, D.C., 1973.

Maryland. Annotated Code of Maryland, 1957.

Article 77. Revised 1975

APPENDIX

KENT COUNTY PUBLIC LIBRARY
Revised Architectural Program
December, 1975

1. BACKGROUND

The Kent County Public Library is headquartered in the county seat, Chestertown. There are no branch libraries in the county nor are there any planned. At present the library is operating without a bookmobile although it is hoped that this is only temporary.

Lance C. Finney, Specialist in Library Facilities for the Division of Library Development and Services, made a public library building survey for the Kent County Public Library in December, 1972 on which this program is based. That survey projects the needs for 1992 when Kent County's population is estimated to be 28,000. However, the recently revised Comprehensive Plan for Kent County estimates the population for 1985 at 16,300, and therefore it is felt that a more realistic estimate for 1995 (20 years hence) would be 20,000. The projections of the survey are in agreement with the American Library Association's standard and recommendations for expansion in twenty year's time. It should be remembered that the library structure should be planned with an idea toward expansion if, and when, necessary.

II PURPOSE OF THE KENT COUNTY PUBLIC LIBRARY

The Kent County Public Library is the main library for the whole county. The purpose of the library is not only to provide books, but also pamphlets, newspapers, periodicals, and audio-visual materials and equipment to further education among all ages as well as for recreational purposes. The library is also meant to be a center for educational and cultural programs for the county for adults as well as children. It should also provide a meeting place for civic and social organizations. The services that the library provide are augmented by interlibrary loans from the Eastern Shore Regional Resource Center in Salisbury and the

State Library Resource Center in Baltimore. All the services of the Kent County Public Library are provided for people of all ages and for all socio-economic groups.

III GENERAL BUILDING PLAN

The site that has been selected for the Kent County Public Library is located at 404-410 High Street with access to Calvert Street. The site has ample space for a 10,000 to 12,000 square foot structure with added space for expansion, room for parking, bike racks and landscaping. There should be adequate off-street parking for approximately 30 cars with additional space for about ten staff parking places. There should be easy access to the building from the parking lot. Parking must be closer to the main entrance than to the service entrance. The building should be planned on one grade level for greater staff efficiency and for convenience for the physically handicapped.

Not only will the library be situated in a semi-residential area, but the Town of Chestertown has been designated an historical area, consequently it is of prime importance that the building blend in with the neighborhood and Chestertown as a whole. Concrete block with brick veneer is durable and aesthetically pleasing. Windows should provide light for the interior, but they should be kept to a minimum to provide more shelving space and they should be designed to be as maintenance free as possible. The walks from the parking lot to the main entrance and the entrance itself should be accessible to the physically handicapped. The driveway should be large enough to accommodate a bookmobile, and the rear of the building should provide for a sheltered loading dock for the bookmobile.

Landscaping should be minimal although attractive. Patio areas and ground covers should have priority over grass since they are easier to maintain, and all plantings should be native to the Eastern Shore.

The interior of the building should be both open, to give a feeling of space, and flexible since usage could change in time. Priority should be given to defining areas by shelving or furniture arrangements rather than by walls. Load-bearing walls and support columns should be planned for future expansion, and wall space should accommodate standard shelving. Standard shelf dimensions are: three feet long (on centers); eight, ten, twelve inches deep; seven or seven and a half feet high. Juvenile heights are five and a half feet high and counter height. Necessary stack arrangements, and electrical outlets, and heating ducts should be kept in mind when planning lengths of wall space.

IV. ESTIMATED REQUIREMENTS BY AREA

A. Entrances and exits. There should be only one main entrance, and it should be situated within easy access of both the parking lot and High Street pedestrain traffic. The entry should lead directly to the circulation/information desk, and traffic in these areas should circulate freely with a minimum of disturbance to the rest of the library. The bookmobile/delivery entrance should not be easily accessible to the public and should lead directly to the work room. There must be a separate outside entrance for the meeting room so the public may enter when the library is closed.

Entry/Exhibit Area: Approximately 90 square feet. The entry way should lead directly into the main room of the library. There should be a small formal built-in exhibit area as well as an area for an announcement bulletin board. There should also be space for a public pay phone.

There should also be emergency exit (s) within sight of the circulation desk. Such exit (s) should have no outside knobs and a depressible "panic" bar on the inside for use in times of emergency. They must have an automatic alarm which is activated when the door (s) is used as an exit.

B. Circulation control area: Approximately 360 square feet. The circulation desk is used for charging and discharging books, giving information to patrons, answering the phone, and handling general reference questions. The circulation desk area should be central to all parts of the library. The area should contain the entrance to the work room, thus discouraging patrons from entering staff area. The entire public area of the library should be visible from the circulation desk including the restroom entrances and the main public entrance. The area should have electric outlets and telephone jacks. There should be space for a telephone, reserve books, some supplies and a small reference collection for handling telephone requests. Preferably, this space would be located behind the circulation desk. There should be room by the desk for two book trucks. The desk should be at least fifteen feet long and there should be six feet in front of the desk to avoid congestion. The floor before the desk should be of a heavy duty material like flagstone or brick pavers. The floor behind the circulation desk should be covered with resilient tile. Since the circulation desk will be near the entrance, provision should be made for draft control.

C. Adult services: Approximately 4,599 square feet. The function of this area is to provide materials of all types for adults as well as space for patrons to work or browse. There should be open shelves to hold 28,000 volumes. The shelving should be both free standing and wall mounted. A special area should be given to the reference materials (about 350 sq.ft.), of about 1,000 volumes (this figure is included in the above 28,000). There should also be space for a browsing section (about 250 sq.ft.) consisting of new books, periodicals and newspapers. There should be seating for 40 (30 sq.ft. per person) provided by table and chairs, carrels and lounge area. Space should also be provided for 3 vertical files, a listening area with storage for recordings (about 150 sq.ft.), a microfilm reader and storage (about 150 sq.ft.), dictionary and atlas stands, photocopying equipment, desk and chair for the librarian, and the catalog cabinet and table. There should also be a regular and a cable TV outlet.

D. Children's area: Approximately 1818 square feet. The children's area should be designed to hold approximately 14,000 volumes and to serve as both a study area and a place for programs, such as story hours, conducted for a limited number of children. The area should seem separate and appealing to children, but at the same time be visible to the circulation desk. Shelving should be provided for "easy" books as well as the more conventional sized juvenile books,

There should be seating for 20 children (25 sq.ft. per person) at both tables and carrels as well as informal seating arrangements in a browsing area (about 150 sq.ft.). There should be space for one vertical file and for a small periodical collection as well as a small exhibit area. There should be a desk and chair provided for the librarian as well as a card catalog case. There should also be room for a record collection and phonograph.

Both the adult and children's sections must have electrical outlets and telephone jacks, and the areas should be carpeted as well as the meeting room.

E. Meeting Room: Approximately 1,575 square feet. The meeting room should serve Kent County with a multitude of purposes. Large juvenile story hours (more than ten children), films, and puppet shows will be held there. For adults, the meeting room will be used for library oriented functions: Board of Trustee meetings, Regional and MLA meetings, inservice training and workshops for the staff and for other libraries on the Eastern Shore. The meeting room will also be used for adult film programs, library sponsored cultural programs, and civic sponsored programs and meetings.

The meeting room should have a separate outside entrance so that the room may be used when the rest of the library is closed. The entrance should provide a small exhibit area and access to the restrooms, and it should be large enough for people to congregate before a program or during an intermission. Space should be provided for coats and a pay phone.

The meeting room itself should have capacity for approximately 85 people seated in moveable chairs. There should be regular and cable TV outlets, and a built-in projection screen.

There should be a small service area where simple refreshments can be prepared. This area should have a sliding door, lock and key, a refrigerator, stove, sink, and cabinets for storage. There should also be electrical outlets and a telephone jack.

The walls must have picture molding to permit art exhibits, and there should be appropriate lighting for such exhibits. The lighting should be equal to 70 ft. candles (fluorescent) with an easily accessible light switch. Provisions should be made for darkening the room during the day. There should be a storage area sufficient to hold stack chairs, several folding conference/exhibit tables, A-V equipment, and exhibit materials needed for the meeting room.

F. Work Room: Approximately 540 square feet. The function of the work room is processing materials, cataloging of gift books and other materials, general clerical work, mending,organizing exhibits, and receiving materials from the bookmobile.

The work room should have counter space with drawers and cabinets including storage space for exhibit materials, electrical outlets, and a sink with hot and cold running water. There should be space for three desks and chairs and two typing tables. There should be a sorting table and a case for the shelf list. Shelving should be provided as well as a supply cabinet with a lock, and there must be space for a teletype. Back issues of some periodicals and newspapers will be stored on wall mounted shelving in this area. There should be space, ideally located near the bookmobile area, for a desk or table and chair, shelving, and storage cabinet for the bookmobile librarian. The work room should connect with the circulation desk/ main library, the staff lounge and washroom, the bookmobile loading dock, and the administrator's office via the secretary/bookkeeper's office.

G. Staff lounge and rest room: Approximately 315 square feet. This room will be used by the staff for coffee breaks and lunches of the staff. It should provide kitchen-type facilities with cabinets for storage. If possible, these facilities might be adjacent to or combined with the similar facilities for the meeting room. There should be a table and chairs, and a sofa or cot which can be used by the staff, or if necessary a patron, in an emergency. The restroom with toilet and sink and a coat closet for the staff should be located near the entrance of the staff lounge. The door to the staff lounge should have a lock.

H. Secretary/bookkeeper's office: Approximately 153 square feet. This room will be occupied by the secretary/bookkeeper and will link the administrator's office with the work room. There must be space for a desk and chair, side chair, typing table, file cabinets, wall book case. There should be telephone jacks and electrical outlets.

I. Administrator's office: Approximately 135 square feet. This office will be used by the library administrator, and will connect with the work room and also the main reading room. Space should be provided for a desk and chair, two side chairs, file cabinets, and book shelves. There should be a telephone jack and electrical outlets.

J. Public rest rooms (2): Approximately 225 square feet. The public restrooms should be accessible to both the main reading room and the meeting room and should be visible from the circulation desk. The doors must have locks. Also the restrooms must be equipped for the physically handicapped.

K. Janitor/storage/maintenance: Approximately 315 square feet. This is where cleaning supplies and equipment will be stored. It should be provided with a slop sink. There should be access to the library and the outside. The mechanical equipment will be dictated by the type of heating/cooling system selected.

L. Additional elements.

1. Lighting and electrical systems.
    - a. Master switches should be located in the workroom area, but close to the circulation desk.
    - b. Clock outlets should be installed in the reading room, work room, and the meeting room
    - c. Telephone outlets to be placed at:
        1. Circulation desk
        2. Adult information desk
        3. Children's librarian's desk
        4. Meeting room
        5. Administrator's office
        6. Secretary's office (2)
        7. Staff workroom (2) one near teletype
    - d. Electric outlets
        1. At charging desk
        2. In all areas as needed for cleaning equipment
        3. Photo-copying equipment
        4. Microfilm reader
        5. Phonographs in adult and children's area
        6. In work room for electric typewriters, erasers, desk

lamps and teletype.

7. Secretary's office for office equipment
8. Administrator's office
9. Bookmobile parking space for re-charging battery, lights, and other equipment
10. For A-V equipment in meeting room
11. The equivalent of 70 footcandles should be provided in all reading and work areas, using fluorescent fixtures. A dimmer switch should be provided in the meeting room. Lighting should be provided for the parking lot, library sign, and all entrances. These should be easy to change and tamper proof.

2. Heating: electric, gas or fuel oil with consideration of a system which could be converted to use of solar heat in the future.

3. Parking: A minimum of approximately 40 spaces for staff and public. Parking should be unobtrusive yet easily accessible to the main entrance and meeting room entrance.

4. Waterproofing: Building must be absolutely water proof.

5. Air conditioning: Entire building to be air-cooled, Thermostats should be placed so that the meeting room does not have to be heated or cooled continually, but only in times of use. There should be humidity and dust control. Provisions must be made for the natural circulation of air, weather permitting, and when the mechanical systems fail.

6. Bicycle rack: a rack for five to six bicycles with provisions for more if needed.

7. Drinking fountains: one recessed drinking fountain to be provided near the public rest rooms.

8. Pay phones: There should be a pay phone at the main entrance and at the entrance to the meeting room.

9. Physically handicapped: The buildings and grounds should be accessible to the physically handicapped: cut-away curbs, entrances, rest rooms.

10. Carpeting. Carpeting should be provided in the following areas: Main room, meeting room, secretary's office, administrator's office. Heavy duty materials should be used: Entrance/exits, restrooms, in front of circulation desk, workroom, staff lounge, janitor/maintenance room.

11. Plumbing: Tamper-proof spigots should be located outside to care for plants and near bookmobile area. Town sewer and water facilities are available to the site.

12. The building must meet all Health Department regulations and satisfy the requirements of the appropriate fire code.